

EXTRAORDINARY

GOVERNMENT



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G A Z E T T E

KHYBER PAKHTUNKHWA

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GOVERNMENT OF THE KHYBER PAKHTUNKHWA
LABOUR DEPARTMENT

NOTIFICATION

Peshawar Dated, the 21st July, 2023.

No. **SOL(LD)8-10/2022/Law & Rules**. In exercise of the powers conferred by section 96 of the Khyber Pakhtunkhwa Factories Act, 2013 (Khyber Pakhtunkhwa Act No. XVI of 2013) and having fulfilled the requirements of previous publication, in terms of section 97 thereof, the Government of Khyber Pakhtunkhwa is pleased to make the following rules, namely:

THE KHYBER PAKHTUNKHWA FACTORIES RULES, 2023.

1. Short title and commencement. ---(1) These rules may be called the Khyber Pakhtunkhwa Factories Rules, 2023.

(2) They shall come into force at once.

2. Definitions.---(1) In these rules, unless the context otherwise requires, the following expressions shall have the meanings hereby respectively assigned to them, that is to say: -

- (a) “**Act**” means the Khyber Pakhtunkhwa Factories Act, 2013 (Khyber Pakhtunkhwa Act No. XVI of 2013);
- (b) “**Additional Inspector**” means an Additional Inspector appointed under sub-section (4) of section 11 of the Act;
- (c) “**Aerated water**” means any water artificially impregnated with a large amount of gas (as carbon dioxide) and includes its manufacturing and process incidental thereto;
- (d) “**Appendix**” means the Appendix appended to these rules;

- (e) **“artificial humidification”** means the introduction of moisture into a room by any artificial means whatsoever, except the use of gas or oil for lighting purpose or the unavoidable escape of steam or water vapor into the atmosphere directly due to the treatment of fiber or fabric by , water or steam in its passage through a machine:

Provided that the introduction of air directly from outside through moistened mats or screens placed outside open windows and ventilation openings at times when the temperature of the room is 80 degree or more shall not be deemed to be artificial humidification;

- (f) **“cellulose solution”** means a solution containing cellulose compound made by treating cellulose with acetate, nitric acid and sulphuric acid;
- (g) **“cooling power”** means the cooling power of the air in millicalories per square centimeter per second as measured by a katha-thermometer;
- (h) **“chromium compounds”** means and includes chromate pigments in dyes, paints, inks, and plastics; chromates added as anticorrosive agents to paints, primers, and other surface coatings and chromic acid electroplated onto metal parts to provide a decorative or protective coating;
- (i) **“certifying Surgeon”** means the certifying surgeon appointed under sub-section (1) of section 13 of the Act;
- (j) **“degrees of temperature”** means a degree on the Fahrenheit-scale;
- (k) **“Department”** means Labour Department of Government.
- (l) **“Fitness Certificate”** means a Certificate granted by a certifying surgeon;
- (m) **“Form”** means a Form appended to these rules;
- (n) **“general manager or manager”** means the General Manager or Manager of the factory, as the case may be;
- (o) **“hazardous operations”** means operations to be hazardous under sub-section (4) of section 52 of the Act as specified in the Schedule;
- (p) **“hygrometer”** means an accurate (Combined) wet and dry bulb thermometer conforming to the specified conditions as regards construction and maintenance;
- (q) **“kata-thermometer”** means the instrument invented by Professor Leonard Hill, M.B.F.R.S. and manufactured by John Hicks and Company, Haton Cardona, London for measuring the cooling power of the air;

- (r) **“lead compound”** means any carbonate, sulphate, nitrate, oxide, chromate, silicate or acetate of lead or any organic, ethyl and methyl lead compound or any lead material used in the manufacture of such compounds and containing five parts or more of lead but excluding metallic lead ores which contain lead only in the form of sulphide;
- (s) **“medical practitioner”** means the medical practitioner authorized by the certifying surgeon under sub-section (2) of section 13 of the Act;
- (t) **“petrol gas”** means ethane, ethylene, propane, propylene, normal-butane and isobutane, butylene (butene) and isobutylene (isobutene), stored and transported as liquid under pressure;
- (u) **“potassium bichromate”** means a bright yellowish-red crystalline compound, $K_2Cr_2O_7$, used as an oxidizing agent, and in pyrotechnics, explosives, and safety matches;
- (v) **“rubber”** means a tough elastic polymeric substance made from the latex of a tropical plant or synthetically and includes all processes incidental thereto to make its use;
- (w) **“sand blast”** means a stream of sand projected by compressed air or a blast of air or steam carrying sand at high velocity to etch glass or to clean stone or metal surfaces;
- (x) **“Schedule”** means the Schedule appended to these rules;
- (y) **“silicon compound”** means any oxide of silicon, silica or silicon material used in the manufacturing of such compounds including quartz, tridymite or cristobalite;
- (z) **“sodium bichromate”** means a compound and material based on chromium with the formula $Na_2 Cr_2 O_7$ and includes sodium dichromate;
- (aa) **“transmission machinery”** includes every abaft wheel drum or pulley (including any system of fast and loose pulleys), coupling, clutch, strap, band belt, chain, rope, or other device incidental to the transmission or motion between any prime mover and any machine or appliance or any means of which machine or appliance receives its motion; and
- (bb) **“within reach”** means within six (6) feet or any spot on which any person may have to stand or on which any person may have to pass in the course of his employment.

(2) Words and expressions used but not defined in these rules shall have the same meanings as assigned to them in the Act.

3. Reference to time.---(1) Reference to time under section 3 of the Act shall mean the Pakistan Standard Time.

(2) All the factories situated in the Province shall, for the purpose of the Act, observe the Pakistan Standard Time.

4. Registration of factory.---(1) The occupier of every factory shall register his factory under the Act and these rules after one month of the commencement of the manufacturing process through an application accompanied by the following documents and information, namely:

- (a) notice of occupation as provided in **Form-C** duly filled in and signed;
- (b) list of machinery with clear specification and traceability certificate regarding its fencing, guarding and proper installation / erection;
- (c) list of workers showing in respect of each his name, parentage, CNIC number, designation, salary sheet and section or department in which he is employed;
- (d) site plan/lay out plan of building duly signed by the architect;
- (e) stability certificate as provided in **Form-K** except brick kilns;
- (f) stability certificate of Machinery and installation as provided in **Form-M**; and
- (g) test report in respect of electric circuits to be safe and suitable to the electricity flow for the operations in a factory duly signed and certified by Electric Inspector of the Electric Inspectorate of Energy and Power Department (Except brick kilns).

(2) The Chief Inspector shall, within ten (10) days of the receipt of the application, verify the contents of the documents and information provided by the occupier under sub-rule (1) through an Inspector of the area or any officer authorized by him, and shall, upon receipt of verified documents, issue a Registration Certificate as provided in **Form-A**.

(3) The Chief Inspector shall maintain a register as provided in **Form-B** in respect of factories registered under the Act.

(4) No employers shall be allowed to carry out addition/extension in his factory after registration under the Act unless prior approval of such addition/extension has been granted by the Director Labour, and the employer shall

submit a revised Notice of Occupation along with documents required under sub-rule (1) in respect of such extensions made in respect of machinery, building or manufacturing process etc. for its endorsement in the registration certificate.

(5) The Chief Inspector shall endorse such extensions in the Registration Certificate.

(6) If, the Chief Inspector is satisfied, whether on the written request of the occupier of a factory registered under the Act or otherwise from a reference made by an Inspector that any premises has ceased to be used as a factory and is not likely to resume the status in ensuing twelve months, he shall de-register the said premises under sub-section (3) of section 9 of the Act and shall inform the Occupier and the Inspector of the area to this effect and the occupier shall return the Registration Certificate in original to the Chief Inspector for its cancellation.

(7) If a factory is de-registered under sub-rule (6), the Chief Inspector shall delete the name of the said factory from the register maintained under sub-rule (3).

5. Notice of Inspector.---(1) The written notice required under sub-section (1) of section 10 of the Act shall be as provided in **Form-C**.

(2) On receiving a notice under sub-rule (1), or as a result of inspection carried out by him, the Inspector of the area concerned shall unless it appears to him that the premises do not constitute a factory, enter the particulars of the factory, in respect of which the notice is received or the inspection is carried out, in a register to be maintained by him as provided in **Form-D** to the effect that the premises constitute a factory.

(3) If a factory is de-registered under sub-section (3) of section 9 read with sub-rule (6) of rule 4 of these rules, the Chief Inspector shall delete the name of such factory from the register maintained under sub-rule (3).

6. Inspections.--- The Inspector shall, -

- (a) be primarily responsible for the administration of the Act and these rules within the area for which he is appointed or notified;
- (b) inspect every factory within the area for which he is appointed/notified at least once a year, and every seasonal factory within such area at least once during each season of work, unless in any case good reasons to the contrary exist and are recorded by him; and
- (c) arrange for such further inspections as may appear to be necessary to him or to the authority to whom he is subordinate for ensuring that the provisions of the Act and these rules are duly observed.

7. Powers of Inspector.--- In addition to and without prejudice to any other powers or duties which he is authorized to exercise under the Act or these rules, the Inspector may at each inspection note how far the defects pointed out at previous inspections have been removed and how far orders previously issued have been complied with. A list of all defects and irregularities discovered, together with orders within such times as the Inspector deems fit, for their remedy or removal, passed by him, shall be sent to the occupier or manager of the factory and a copy of the said list or extract thereof shall be sent to the Chief Inspector.

8. Enquiry of accidents.--- The Inspector at each inspection shall enquire into all accidents which may have taken place since the last inspection, as to ascertain where the responsibility for their occurrence rests, and pass such orders or recommendations as may appear to him necessary for the prevention of such accidents to the manager or occupier of the factory concerned.

9. Report to the Chief Inspector.---(1) where an inspection is made by the Inspector, he shall send copies of the report to the Chief Inspector on the format and according to the instructions issued by the Chief Inspector in this behalf from time to time.

(2) Where an inspection is made by an Additional Inspector exercising all or any of the powers of an Inspector, he shall submit his report to the Inspector for such action as the latter may consider necessary with a copy to the Chief Inspector. The Additional Inspector, shall not communicate his report directly to the occupier or the manager of the factory concerned. However, the Inspector on receipt of report from the Additional Inspector shall inform the occupier or the manager of the factory concerned of the actions proposed to be taken under the Act.

10. Inspection book.--- The manager shall maintain a bound inspection book as provided in **Form-E** and shall produce it before the Chief Inspector, Inspector/Additional Inspector or the Certifying Surgeon when so required by the Chief Inspector, Inspector or the Certifying Surgeon, as the case may be.

11. Certifying surgeon.---(1) A certifying surgeon or a medical practitioner may charge a fee of Rs. 20/- per person and shall, -

- (a) examine any adolescent desirous of being employed in a factory;
- (b) examine any child or person in respect of whom a notice has been served upon the manager and who is desirous of being re-employed; and
- (c) on the request of an Inspector, examine any person produced before him and issue a certificate regarding the age and the fitness or otherwise of such adolescent or other person to work in a factory.

(2) A certifying surgeon or medical practitioner, as the case may be, shall fix such place and such time as he may deem convenient for the attendance of persons desiring to obtain certificates of age and physical fitness and shall give notice of such place and time to the managers of factories for which he is appointed.

12. Record of certificates.---(1) Every certifying surgeon shall keep a bound book containing certificates numbered consecutively and printed on ledger paper as provided in **Form-F** in foil and counterfoil.

(2) Every certificate granted, under sub-section (2) of section 82, to a person desirous of being employed in a factory, shall be prepared by filling up the foil and counterfoil which shall also bear the signature or the thumb-mark of the person in respect of whom the certificate is granted.

(3) A certifying surgeon shall, if he is satisfied that the entries made therein are correct, sign the foil and initial the counterfoil and shall deliver the foil to the person in whose name the certificate is granted. The foil so delivered shall be the certificate of fitness referred to in sub-section (2) of section 82.

(4) A certifying surgeon shall cause the word “revoked” to be stamped in red ink on the foil and counterfoil of such certificate.

(5) If the certifying surgeon refuses to grant any person a certificate under this rule, no fresh application shall be made on behalf of such person until a period of three months has elapsed from the date of such refusal unless the certifying surgeon, while refusing to grant the certificate, shall give permission in writing for an application to be made at an earlier date.

13. Grant of certificate.--- Every medical practitioner to exercise provisionally the powers of a certifying surgeon, shall grant certificate in the manner provided in rule 12 of these rules. The word “provisional” shall be printed or stamped in red ink at the top of each foil and counterfoil of such certificates.

14. Duplicate certificate.---(1) Where a certificate granted under sub-section (2) of section 82 is lost, the person to whom it was granted may apply to the certifying surgeon for a copy of the certificate and the certifying surgeon, after making such enquiry from the employer or if he is unemployed from the last employer of such person and from such other sources as he deems fit may grant a duplicate thereof to such person. The word “duplicate” shall be clearly written in red ink across such certificate and initialed by the certifying surgeon. The counterfoil in the bound book of form shall be similarly marked “duplicate” and initialed.

(2) Duplicate of a certificate granted under section 82, shall be granted to any person in accordance with the provisions of this rule.

15. Visit of a factory by certifying surgeon.---(1) The certifying surgeon shall ordinarily visit every factory within local limits for which he is appointed in which adolescents are known to be employed at least once in six months and may give previous notice of his visit to the manager of the factory scheduled to be visited. At each of these visits, the manager shall produce before him at such time as the certifying surgeon may fix, all adolescents employed in the factory, whether actually at work or not.

(2) The certifying surgeon shall personally examine every adolescent, who is in possession of a “provisional” certificate granted under sub-section (2) of section 13 of these rules, and shall, if he is satisfied that a certificate shall be granted, countersign the certificate and cross out the word “provisional”.

(3) If, on such examination, the certifying surgeon is of opinion that the person in possession of a “provisional” certificate granted under sub-section (2) of section 13, is under the age of fourteen years or is not fit for employment in a factory, he shall impound the certificate write on it the word “cancelled” over his signature. He shall then forward the certificate with such remarks as he considers necessary to the Chief Inspector and Inspector of the area and shall also inform the person who issued the certificate that it has been cancelled.

16. Revocation of fitness certificate.---The certifying surgeon, at his periodical visit, shall satisfy himself as to the fitness of the adolescents employed in the factory and shall revoke the certificate of any, whom he considers unfit.

17. Number of worker.---The token giving a reference to the certificate granted to an adolescent under sub-section (2) of section 82, which is required to be carried under clause (b) of section 81, shall show the number of the workers in the register of adolescent or the adult workers, as the case may be.

18. Cleanliness.--- In every factory, a register as provided in **Form-G** shall be maintained for entering into it the dates on which lime-washing, painting or varnishing is carried out.

19. Rubbish etc.--- No rubbish, filth or debris shall be allowed to accumulate or remain in any part of a factory in such position that effluvia there from can arise within the factory.

20. Drains.--- In every factory, all drains carrying waste or sullage water shall be constructed in masonry or other impermeable material and shall be regularly flushed at least once a day and where possible be connected with some re-organized drainage line.

21. Sanitation and clearness of floor and rooms.---The floor of the rooms and the compound surrounding every factory shall be maintained in a strictly sanitary and clean condition.

22. Washing, bathing places and drinking water.--- Proper arrangements shall be made for maintaining in a reasonably clean and drained condition, all washing and bathing places within a factory, the places where drinking water is distributed to the operatives of the factory and the area around such places.

23. Ventilation.--- In every room of a factory, ventilating openings shall be provided in the proportion of five square feet for each person, required or permitted, to work in such room and the openings shall be such as to admit a continuous supply of fresh air:

Provided that the Chief Inspector, may in respect of any factory or any room in a factory, for reasons to be recorded in writing, relax the requirements of this rule where, in his opinion, the same may be permitted without hazard to the health of the persons employed in such factory or working in such room.

24. Protection against the inhalation of gases.--- In every factory, where injurious, poisonous or asphyxiating gases, dust or other impurities are used or are evolved from any process carried on in such factory, all practicable measure to the satisfaction of Chief Inspector or certifying surgeon or the Inspector/Additional Inspector shall be taken to protect the workers against the inhalation of such gases, dust or other impurities.

25. Slasher sizing.--- In every room in cotton mill, where slasher sizing is carried on, efficient arrangements for the removal of the steams given off in the process of drying the yarn shall be fitted. Slasher sizing shall not be carried on in any room where any other process of manufacture is being performed.

26. Bulb temperature.--- There shall be no artificial humidification in any room or department of a cotton spinning or weaving factory:

- (a) by the use of steam during any period, when the dry bulb temperature of the room exceeds eighty-five (85) degree; and
- (b) at any time when the wet bulb reading of the hygrometer in that room is higher than that specified in the following Table 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 bulbs readings indicated consecutively in the Table, when the dry bulb reading does not exceed the wet bulb reading to the extent, indicated in relation to tire lower of the two dry bulb readings:

Table

Set of Readings							
Dry bulb	Wet bulb						
60.0	58.0	75.0	73.0	90.0	84.5	105.0	91.0
61.0	59.0	76.0	74.0	91.0	85.0	106.0	91.0
62.0	60.0	77.0	75.0	92.0	85.5	107.0	91.5
63.0	61.0	78.0	76.0	93.0	86.0	108.0	91.5
64.0	62.0	79.0	77.0	94.0	86.0	109.0	92.0
65.0	63.0	80.0	78.0	95.0	87.0	110.0	92.0
66.0	64.0	81.0	79.0	96.0	87.5	111.0	92.5
67.0	65.0	82.0	80.0	97.0	88.0	112.0	92.5
68.0	66.0	83.0	80.5	98.0	88.5	113.0	93.0
69.0	67.0	84.0	81.0	99.0	89.0	114.0	93.0
70.0	69.0	85.0	82.0	100.0	89.5	115.0	93.5
71.0	69.0	86.0	82.5	101.0	90.0	116.0	93.5
72.0	70.0	87.0	83.0	102.0	90.0	117.0	94.0
73.0	71.0	88.0	83.5	103.0	90.5	118.0	94.0
						120.0	94.5

Provided, that this rule shall not apply when-,

- (i) the difference between the wet bulb reading as indicated by the hygrometer in the room or department concerned, and the wet bulb reading taken with hygrometer outside the factory in the shade, is less than 3.5 degrees; or
- (ii) the cooling properties of the air in the room or department as measured by the wet reading of a Kata thermometer at a height of five feet in all usual working places within the room or section is greater than eleven milli-calories per square centimeter per second.

27. Artificial humidification.--- In all departments of cotton spinning and weaving mills in which artificial humidification is employed, hygrometer shall be provided and maintained in such position as may be approved, by the Inspector/Additional Inspector and on the following scale, namely:

- (a) Weaving Section.---Two hygrometers for departments with less than 500 looms and one additional hygrometer for every 500 or part of 500 looms and in excess of 500;
- (b) Other Sections.--- One hygrometer for each room of less than 300,000 cubic feet capacity, and one extra hygrometer for each 200,000 cubic feet, or part thereof in excess of 300,000 cubic feet; and
- (c) One hygrometer shall be provided and maintained outside each Cotton Spinning and Weaving Mill, wherein artificial humidification is adopted in a position approved by Inspector/Additional Inspector, for taking true shade temperatures.

28. Fixation of a copy.--- A legible copy of the table to rule 26 shall be fixed near each hygrometer.

29. Maintenance of temperature.--- Correct wet and dry bulb temperatures as indicated by each hygrometer maintained under the provisions of rule 27, shall be recorded thrice during each working day by competent persons appointed by the manager and approved by the Inspector/Additional Inspector. These temperatures shall be taken between 7:00 am and 9:00 pm, 11:00 am and 2:00 pm (but not in the rest interval) and between 4:00 pm and 5:00 pm, but in extraordinary circumstances such additional readings between such hours as the Inspector/Additional Inspector may specify shall be recorded. The temperatures shall be recorded on a chart approved by the Inspector and affixed close to the hygrometer and entered in humidity register as provided in **Form-H**. At the end of each month, the person taking the readings shall sign the register and certify the correctness of the entries. The chart and register shall at all times be available for inspection by the Inspector and copies of entries made therein shall be sent to him whenever he so requires.

30. Reading of temperature.---The entries made in the humidity register shall be deemed to be prima facie evidence of the temperatures and humidity of the section to which the entries relate, but an Inspector/Additional Inspector may at any time check the correctness of the readings by personal observations.

31. Measurement of cooling power of the atmosphere.--- The cooling power of the atmosphere in each section shall be measured by taking readings of the wet Kata thermometer in the close proximity of each hygrometer maintained in the section and at a height of five feet from the floor. Such readings shall be recorded every Tuesday and Friday at the time specified or taking hygrometer readings and shall be entered in the humidity register referred to in rule 29. The readings of the Kate thermometer shall be taken by a competent person appointed by the manager.

32. Accuracy of hygrometer etc.---(1) Every hygrometer shall comprise two mercurial or alcohol thermometers similar in construction and equal in dimensions, scale and division of scale. They shall be mounted on a wooden or metallic framed with a suitable receptacle containing water.

(2) The wet bulb shall be closely covered with a single layer of muslin kept wet by means of a cotton or woolen wick attached to it and dipping into the water in the receptacle, the muslin covering, the wet bulb and the wick shall be suitable for the purpose, clean and free from greasy substances.

(3) No part of the wet bulb shall be within three and a half inches of the dry bulb or within three inches of the surface of the water in the receptacle and the water receptacle shall be placed below the wet bulb on the side away from the dry bulb.

(4) The bulbs shall be spherical and of suitable dimensions and shall, subject to the provisions of sub-rule (2), be freely exposed on all sides to the atmosphere.

(5) The bores of the stem shall be such that the top of the mercury or alcohol column shall be readily distinguishable and correct readings made at a distance of two 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 upto 120 degrees shall be clearly marked on glass stem; each fifth and tenth degree shall be marked by longer marks than intermediate degrees and the temperature marked opposite each tenth degree, i.e. 50, 60, 70, 80, 90, 100, 110 and 120.

(8) The marking shall be accurate to within 0.2 degree at all readings between 50 and 120 degrees.

(9) A distinctive number shall be conspicuously, marked upon each hygrometer employed in a department.

(10) The accuracy of each, hygrometer shall be certified by the National Manufacturing Laboratory of the country of origin of hygrometer or such other authority as may be approved by the Chief Inspector and such certificate shall be attached to the humidity register.

33. Maintenance of hygrometer.--- Every hygrometer shall be maintained at all times during the period of employment in efficient working order so as to yield accurate readings; and

- (a) the muslin covering and the wick, of the wet bulb shall be renewed once a, week;
- (b) the receptacle shall be filled with distilled, boiled or pure rain water which shall be renewed once a day; and
- (c) no water shall be placed in the receptacle or applied directly to the wick or muslin during the period of employment.

34. Certificate of accuracy of hygrometer.--- If an Inspector/Additional Inspector has given notice in writing that the hygrometer is not accurate, it shall not, after one month from the date of such notice, be deemed to be accurate, unless and until it has been re-examined and a fresh certificate as required by sub-rule (10) of rule 32 secured in respect thereof, which certificate shall be kept attached to the humidity register.

35. Fixation of hygrometer.--- (1) No hygrometer shall be affixed to a wall pillar or other surface unless protected there from by wood or other non-conducting material at least half an inch in thickness which shall be separated from the wall, pillar or other surface by an air space of at least one inch.

(2) No hygrometer shall be so fixed as to be in the direct draught from a fan, window or ventilator opening or at such a height that the head of the hygrometer is more than five feet and half from the floor.

36. Reading of hygrometer.--- No reading shall be taken for record on any hygrometer within fifteen minutes of the renewal of water in the receptacle.

37. Where steam pipes are used for the introduction of steam into any room for the purpose of artificial humidification, -

- (a) all hangers supporting such pipes shall be separated from the pipes by an efficient insulator not less than half an inch in thickness; and
- (b) the diameter of such pipes shall not exceed one inch:

Provided that the Chief Inspector may for reasons to be recorded in writing permit the use of pipes with a diameter exceeding one inch.

38. Cleanliness of ducts.--- All ducts for the introduction of humidified air whether actually in use for that purpose or not, shall be kept clean.

39. Overcrowding.--- The particulars of each room of the factory in which workers are regularly employed shall be entered in a register as provided in **Form-I**, which shall be shown to the Inspector when so required.

40. Lighting.--- (1) As long as any worker is present in a factory in latrines, passages, stairs, hoists, factory ground and other parts of the factory in so far as the entrance of the said places is not closed, shall be lighted in such manner that safety is fully secured in passing through or remaining in the same.

(2) The general illumination, -

(a) over these interior parts of the factory where persons are regularly employed shall not be less than 6 feet candles measured in the horizontal plane at a level of 3 feet above the floor; provided that in any such part in which the mounting height of the light sources for general illumination necessarily exceeds 25 feet measured from the floor or where the structure of the room or the position or construction of the fixed machinery of plant prevents the uniform attainment of this standard, the general illumination at the said level shall be less than 3 feet candles, and where work is actually being done, the illumination shall not be less than 8 feet candles or the greatest reasonably practicable illumination below 8 feet candles; and

(b) over all other interior parts of the factory over which persons employed pass shall, when and where a person is passing, be not less than 1-foot candle at floor level.

(3) The standard specified in this rule shall be without prejudice to the provisions of any additional illumination required to render the lighting sufficient and suitable or the nature of the work.

(4) Where any source of artificial light in the factory is less than 14 feet above floor level, no part of the source or of the lighting fitting having a lightness greater than 10 candles per sq inch shall be visible to person: whilst normally employed within 100 feet of the source, except where the angle of elevation for the eye to the source or part of the fitting, as the case may be, exceeds 20 degrees.

(5) Any artificial light designed to illuminate particularly the areas or part of the area of work of a single operative or small group of operatives working near each other, shall be provided with a suitable shade of opaque material to prevent flare or with other effective mean by which the light source is completely screened from the eyes of every person employed at a normal working place, or shall be so placed that no such person is exposed to glare there from.

(6) Adequate measures shall be taken, so far as reasonably practicable to prevent the formation of shadows which cause eye strain or risk of accident to any person employed.

(7) Where the Chief Inspector is satisfied in respect of any particular factory or part thereof or in respect of any description of work room or process that any requirement of this rule is not practicable, he may, in writing exempt the factory or part thereof or description of work room or processes from such requirements to such extent and subject to such conditions as he may specify.

41. Drinking water.--- (1) In every factory, there shall be provided free of charge for the use of the employees of the factory a supply of water fit for drinking at the rate of one gallon per day for every person employed in the factory.

(2) Such supply of water shall be derived from:

- (a) any public water supply; or
- (b) wells including tube-wells, or tanks so situated, constructed and protected as not to be polluted or contaminated with organic or other impurities.

(3) Where drinking water for factory is obtained from an intermittent public water supply, such factory shall be provided with storage for water at the scale as mentioned in sub-rule (1).

(4) A well for the supply of drinking water to a factory for the purpose of humidification in a factory: -

- (a) shall not be constructed or located within fifty feet of any latrine, drain or other source liable to pollute the water in the well;
- (b) shall be entirely closed and covered;
- (c) shall be fitted with a reliable pump; and
- (d) shall be provided with a dust and water proof trap door, having an opening not exceeding four square feet and such trap door shall be kept locked and only opened for cleaning or inspection.

(5) The water required to be provided under sub-rule (1), shall be kept in clean and suitable vessels, shall be renewed daily and all practicable steps shall be taken to preserve the water and the vessel in which it is contained free from contamination.

(6) The temperatures of the drinking water supply to workmen shall at no time exceed 90 degrees Fahrenheit.

(7) The Inspector/Additional Inspector may, by order in writing, require the manager to obtain report at such times or at such intervals as may be specified in the order, regarding the fitness or otherwise for the purposes of drinking of the water supplied to workers, from Epidemiological Laboratories provided with the necessary facilities to carry out such test and the manager shall comply with such order and send to the Inspector by registered post copies of such reports within seven days of their receipt by him.

(8) The Inspector/Additional Inspector may, if he thinks fit, himself take a sample of water from the water provided and supplied to workers in any factory, and direct the manager of such factory to obtain a report thereon and the manager shall thereupon obtain a report on such sample and supply a copy of such report to the Inspector in the manner provided in sub-rule (7).

42. Latrines, urinals and washing facilities.--- Except in factories provided with water-flushed latrines connected with a water-borne sewerage system, all latrines shall be provided with receptacles on the dry earth system, which shall be cleaned at soon, as these are soiled and kept in a strictly sanitary condition. The receptacles shall be tarred inside and outside at least once a year.

43. Ventilation of latrines.--- (1) Every latrine shall be sufficiently ventilated and shall not be communicated with any work room except through the open air or through an intervening ventilated space:

Provided that in the case of workplace in use prior to publication of these rules and mechanically ventilated in such manner that air cannot be drawn into the workplace through the latrines, and intervening ventilated space shall not be required.

(2) Every latrine shall be under cover and so partitioned off as to secure privacy and shall have a proper door and fastenings. Urinals shall be so placed or so screened as not to be visible from other parts of the factory where persons work or pass.

(3) The latrines shall be so arranged as to be conveniently accessible to the persons employed at all times while they are at the factory.

(4) In cases where persons of both sexes are employed, the latrines or each sex shall be so placed or so screened that the interior shall not be visible even when the door of any latrine is open, from place anywhere workers of the other sex have to work or pass and if the latrines for one sex adjoin those for the other sex, the approaches shall be separated.

(5) Where the latrines and urinals are periodically flushed with water, latrines and urinals may be provided at the following scale,-

No of Workers of each sex	No of Seats	
	Latrines	Urinals
where the number of workers working at a time does not exceed 25	1	1
where the number of workers working at a time does not exceed 100	1 (for every 25 workers or fraction thereof)	1 (for every 25 workers or fraction thereof)
where the number of workers working at a time does not exceed 1500	1 (for every 40 workers or fraction thereof after 1 st 100)	1 (for every 40 workers or fraction thereof after the 1 st 100)
where the number of workers working at a time exceeds 1500	1 (for every 60 workers or fraction thereof after 1 st 100)	1 (for every 60 workers or fraction thereof after the 1 st 100)

(6) Where the latrines and urinals are not periodically flushed with water and are provided on dry earth system the latrines/urinals may be provided at the following scale, -

No of Workers of each sex	No of Seats	
	Latrines	Urinals
where the number of workers working at a time does not exceed 25	2	2
where the number of workers working at a time does not exceed 100	2 (for every 25 workers or fraction thereof)	2 (for every 25 workers or fraction thereof)
where the number of workers working at a time does not exceed 1500	2 (for every 40 workers or fraction thereof after 1 st 100)	2 (for every 40 workers or fraction thereof after the 1 st 100)
where the number of workers working at a time exceeds 1500	2 (for every 60 workers or fraction thereof after 1 st 100)	2 (for every 60 workers or fraction thereof after the 1 st 100)

(7) If females are employed, separate latrines, screened from, these for males and marked in Urdu in conspicuous letters “For women only” shall be provided on the scale laid down under sub-rules (5) and (6). Those for males shall be similarly marked “For men only”, a poster showing the figure of a man and a woman shall also be exhibited at the entrance of latrines for each sex.

44. Lime-washed.---The walls of the latrines, unless made of corrugated iron or tiles, marble, glass or other impervious material, shall be lime-washed inside and outside at least twice a year, the dates of such washing being noted in the register maintained under rule 18 of these rules and the inside walls upon a height of three feet from the floor shall be made of non-absorbent impermeable materials.

45. Disposal of excreta.---In factories employing one hundred or more persons, unless otherwise arranged for by the local sanitary authority, arrangements for the disposal of excreta shall be made by means of a suitable incinerator, which shall be got approved by District Health Officer or the Municipal Medical Officer, as the case may be, in whose jurisdiction the factory is situated.

46. Facilities provided to the workers.---In every factory, the following facilities shall be provided for the workers:

- (a) where there is a continuous source of water supply from the public means, one wash basin for the use of twenty persons and an additional wash basin for every additional twenty persons or any less number shall be provided;
- (b) where there is no continuous source of water supply, stored water shall be provided at a scale of at least five gallons per worker per day, and one wash basin for the use of twenty persons and an additional wash basin for every additional twenty persons or any less number shall be provided;
- (c) soap, nail brushes and clean towels shall be provided and kept available for workers free of cost at every wash basin. Regular arrangement shall be made for the replacement of used towels with clean towels if and when the former appear unclean; and
- (d) separate washing accommodation with adequate privacy shall be provided for women workers on the same scale as for the male workers.

47. Spittoons.---In every factory sufficient number of spittoons or other alternate arrangements shall be provided by the occupier which shall be placed at such places as the manager finds convenient. The spittoons shall contain quick lime or other disinfectant and shall be kept in clean and hygienic condition.

48. Hygiene card.---(1) Hygiene card under sub-section (1) of section 24 of the Act shall be as provided in **Form-J**.

(2) Each worker in a factory as required under section 25 of the Act shall be vaccinated and inoculated against such diseases as notified by the Department from time to time and after such intervals as mentioned in the notification.

(3) Such vaccination shall be arranged by the manager of the factory at his or the occupier's expense unless a special vaccination drive is offered by the Government for the purpose.

(4) The fee for carrying out the medical examination under sub-section (1) of section 24 of the Act shall be Rs. 20.

49. Canteen. ---The Department may by notification specify that any factory, wherein fifty or more workers are ordinarily employed, shall establish a canteen for the use of workers within a period of six months from the date of such notification:

Provided that where it shall be shown that suitable alternative arrangements for the supply of food to the workers are made available by the occupier, this rule shall not apply.

50. Location of Canteen.---(1)The occupier of a factory notified under rule 49 of these rules shall provide in or near the factory an adequate canteen according to the standards prescribed in these rules, which will be available for the use of such workers.

(2) The occupier shall submit for the approval of the Chief Inspector plans and a site plan 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 fifty feet from any latrine, urinal, boiler house, coal stocks, ash dumps and any other source of dust, a smoke or obnoxious fume:

Provided that the Chief Inspector may in respect of any particular factory, relax the provision of this sub-rule to such extent as may be reasonable in the circumstances and may require measures to be adopted to secure the essential purpose 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, and pantry, and separate washing places for, -

- (a) male workers,
- (b) female workers,
- (c) utensils.

(5) The minimum height of the building shall be not less than ten feet from floor level to the lowest part of the roof and all the walls and roof shall be of suitable heat-resisting materials and shall be waterproof.

(6) The floor and inside walls up to the height of four feet from the floor shall be made of smooth and impervious material; the remaining portion of the inside walls shall be smoothed by cement plaster or in other manner approved by the Chief Inspector.

(7) The doors and windows shall be of fly-proof construction and shall allow adequate ventilation.

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

(9) (a) In every canteen, -

(i) all inside walls of rooms and all ceilings, passages, and staircases shall be lime-washed or colour-washed at least once in every three years unless they are made of tiles, glazed bricks, glass or other impervious and washable material in which case it shall be cleaned and washed as and when the Canteen managing Committee approves:

Provided that inside walls of the kitchen shall be lime-washed/ cleaned *once in* every four months;

(ii) all wood-work shall be varnished or painted once every three years; and

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

(b) records of dates on which lime-washing, colour-washing/varnishing or painting is carried out shall be reflected in a register maintained under rule 18 of these rules.

(10) The precincts of the canteen shall be kept clean and sanitary Wastewater 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.

(11) Effective and suitable provision shall be made in every part of the canteen for securing and maintaining adequate ventilation by circulation of fresh air.

51. Accommodation and other facilities.---(1)The dining hall shall accommodate at a time at least thirty percent of the workers working at a time:

Provided that in any particular factory or in any particular class of factories, Department may, by an order in writing in this behalf, alter the 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 ten square feet per worker to be accommodated as prescribed in sub-rule (1):

Provided that in the case of factories in existence at the commencement of these rules, where it is impracticable, owing to lack of space, to provide ten square feet of floor area for each worker such reduced floor area per worker shall be provided as may be approved in writing by the Chief Inspector.

(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 place for women shall be screened to secure privacy.

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

Provided that where the Chief Inspector is satisfied that satisfactory alternative arrangements have been or will be made, he may exempt any particular factory or class of factories from the provisions of this sub-rule.

(5) A sufficient supply of soap and clean towels shall be provided at the washing places in the canteen for the use of workers.

52. 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 kept hygienic. 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.

(3) Adequate steps shall be taken at every place in the canteen to prevent contamination of food, utensils, cutlery and other equipment.

(4) The expenditure of starting a canteen and the extension thereof, including provision for equipment, furniture and utensils, shall be borne by the occupier.

53. Prices to be charged.---(1) Food, drinks and other items served in the canteen shall be sold on non-profit basis and the prices charged shall be subject to the approval of the Canteen Managing Committee. In the event of the Committee not approving the price list or where the Committee is equally divided on the issue, the price list will be sent for approval to the Chief Inspector, whose decision regarding the matters shall be final.

(2) The charges per portion of foodstuff, beverages and any other item served in the canteen shall be conspicuously displayed in the canteen in Urdu and in the vernacular of the majority of workers.

54. Accounts.---(1) All books of accounts, registers and any document used in connection with the running of the canteen shall be produced on demand to an Inspector or Additional Inspector.

(2) The accounts pertaining to the canteen shall be audited, once every twelve 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 two months after the closing of the audited account:

55. Canteen Managing Committee.---(1) The occupier shall constitute a Canteen Managing Committee, which shall be consulted from time to time as to, -

- (a) the quality and quantity of food to be served in the canteen;
- (b) the arrangement of the menus;
- (c) times of meals in the canteen; and
- (d) any other matter as may be directed by the Canteen Managing Committee.

(2) The Canteen Managing Committee shall consist of an equal number of persons nominated by the occupier and elected by the workers. The number of elected workers shall be in the proportion of one for every two hundred workers employed in the factory:

Provided that in no case shall there be more than five or less than two workers in the Committee:

Provided that where there is a Collective Bargaining Agency (CBA) in any factory, the workers' representatives in the Canteen Managing Committee shall be nominated by the said Collective Bargaining Agency.

(3) The occupier shall appoint from among the persons nominated by him a Chairman of the Canteen Managing committee.

(4) The occupier shall determine and supervise the procedure for elections to the Canteen Managing Committee. In case of any dispute in regard to the election of workers representatives, the occupier shall refer the matter to the Chief Inspector whose decision shall be final.

(5) Notwithstanding any by-election the Canteen Managing Committee shall be reconstituted every two years. The previous Canteen Managing Committee shall hold office till such time as new Committee takes charge.

(6) The Canteen Managing Committee may in writing direct the occupier to provide in the Canteen, any item of foodstuff if it is satisfied that such item is in general demand, or is likely to be in general demand. Such direction shall specify the size of each portion to be served, number of portions which shall be available and the frequency of serving the particular item per week. Such direction shall specify the time within which the direction shall be complied with.

56. Welfare Officer of the factory.---(1) These shall be Welfare Officer of a factory who shall be a Graduate preference shall, however, be given to, -

- (a) Law graduate, or
- (b) holder of Law degree or diploma in Labour Laws from any University in Pakistan or Holder of equivalent diploma from any other University, or
- (c) persons having at-least three years experience in Labour Department in BS-17 or above.

(2) A Welfare Officer shall primarily be responsible for ensuring that all statutory rights and benefits are provided to workers, apart from general welfare and observance of hygienic standards laid down in the rules.

(3) Without prejudice to the generalities of the foregoing, a Welfare Officer shall watch the interest and ensure the welfare of the workers in respect of:-

- (a) payment of wages;
- (b) minimum wages;
- (c) overtime wages;
- (d) holidays; and
- (e) formation of Management Committee, Works Council and Joint Management Board of the factory.

57. Precaution against the fire.---Every factory shall be provided with, -

- (a) an ample supply of water maintained by a sufficient pressure to reach all parts of the factory building together with the necessary hose and hydrants for making, effective use of the water during the time the factory is in operation; and
- (b) buckets and fire extinguishers at the following scale, -
 - (i) six buckets for floor space up to 6000sq feet and one additional bucket for every 1000sq feet of floor space in excess of the first 6000sq feet. The buckets shall be painted red and kept permanently on stand, filled with water or sand at the discretion of the manager; and
 - (ii) fire extinguishers of at least one-gallon capacity for floor space 6000sq feet, one fire extinguisher each of foam type of soda compressed carbon dioxide and carbon tetra chloride type. One additional fire extinguisher each of foam type soda compressed carbon dioxide and carbon tetra chloride type for every 6000sq feet.

(2) Where factory consists of more than one story, each story shall be provided with at least one fire extinguisher of foam type soda, compressed carbon dioxide and carbon tetra chloride type and have its own supply of buckets at the scale, specified in sub-rule (1).

(3) All apparatus for extinguishing fires shall be kept in good order and shall be examined and tested once in a year.

58. Stairs or steps.---Every building within the precincts of factory of more than one story shall be provided with at least two sets of stairs or steps, one of which shall be on the outside of the building so as to afford direct and unimpeded access to the ground level from every part of the factory in case of fire. The stairs or steps shall be

permanently fixed and made of non-combustible material and shall be provided with suitable and sufficient hand rails. Provided that when workers are not employed in the second or a higher story of factory buildings, an outside stair case will not be necessary.

59. Fire resisting stair.---Notwithstanding anything contained in rule 58, cotton ginning factories shall be provided with at-least two flights of stairs made of brick work or other fire resisting materials situated outside the building.

60. Doors and windows.---In all factories, every window or door shall be so arranged as to open outside or shall be sliding.

61. Fire-alarm.---(1) In every factory, a mechanically/electrically operated fire alarm shall be provided to give alarm in case of fire.

(2) All the workers must be aware and familiar with the exit strategy in case of emergency and the occupier shall arrange periodical rehearsals and physical demonstration of operation of fire alarm and use of fire extinguishing equipment's in case of fire not less than once in every six months.

(3) The occupier shall arrange trained staff from any government or other agency for imparting practical as well as theoretical trainings for the workers during such rehearsals and physical demonstration of operation of fire alarm and use of fire extinguishing equipment's in case of fire.

(4) The occupier, where explosive and inflammable material is used and is specified by the Chief Inspector keeping in view workplace hazards attached to its manufacturing process, shall appoint a qualified Safety Engineer.

62. Fencing. ---The following parts of transmission machinery shall be securely fenced while in motion and within reach of workers, -

- (a) all shafts, couplings, collars, clutches, toothed wheels, pulley driving straps, chains and ropes, except such as are in the opinion of the Inspector by construction or position equally safe to every person employed in the factory as they shall be if securely fenced or guarded;
- (b) all projecting set screws, keys, nuts or bolts on revolving parts, except any such as are counter-sunk or otherwise made equally safe; and
- (c) the underside of all heavy overhead main driving belts or ropes if there is any probability of persons having to pass under them.

63. Fencing of machine tools.---The following parts or machine tools, shall be securely fenced, -

- (a) the back gears and change wheels of lathes;
- (b) the back gears and level gearing of drilling machines; and
- (c) the gear wheels of planning shaping, slotting and milling machines, which are within reach of worker.

64. Fitting of guillotine etc.---Every platen machine and guillotine cutting machine in a printing press shall be fitted with an efficient finger-guard.

65. Fitting of grinding machine.---All energy wheels and tool-grinding machines shall be fitted with strong iron hood guards and shall also have a plate glass shield so fitted as to prevent flying particles from entering into the quarters.

66. Self-locking gates.---All hoist gates shall be self-locking and only capable of being opened when the case is, if opposite, the floor.

67. Safe guard of circular saw.---(1) All circular saws of more than six inches in diameter shall be provided with a strong metal hood guard with a riving knife at the back of the saw. The saw under the table shall be completely guarded.

(2) All hand saws shall be fitted with expended metal cage guards enclosing the upper half of the machines. The saw under the table also be completely guarded.

68. Fencing of pits and elevators.---(1) All elevator passage ways and hoist ways shall be fenced.

(2) All open tanks and vessels containing either chemicals or substances dangerous to human life or safety and all pits, tanks, gutters, and excavations eighteen inches or more in depth within the precincts or any factory shall be securely fenced.

69. Fencing of electrical circuits.---(1) In every factory, all electrical circuits or part of such circuits or any object electrically connected with them whether commonly or occasionally in an electrified condition, which by reason of their position could cause injury to any person, shall be protected adequately either by non-metallic fencing or insulation or by both, in such manner as to, remove danger of injury:

Provided that where switch gear is installed for the purpose of immediately removing the pressure on the occurrence of a fault, such mechanism shall be taken into account when considering the adequacy or otherwise of the protection furnished.

(2) Instructions in Urdu for the restoration of persons suffering from electric shock shall be affixed in a conspicuous place in every factory using electric energy for lighting or power purposes.

70. Fencing in Textile Mills.--- In addition to the provisions of rules 68 and 69 of these rules, the following provisions shall apply to textile factories to the extent indicated below:

(a) In respect of blowing room machinery,-

(i) beater covers and the doors immediately above the dirt grid of all openers, combined openers and scutchers, scutcher lap machines, hard waste breakers and similar machines shall be fitted with an automatic locking arrangement which shall render it impossible to open the covers or the grid, while the beater is still running or to restart the machinery until the doors have been closed;

- (ii) the nip between the cage wheel and calendar wheel shall be efficiently protected by all machines, preferably in spectacle guards extending round the outer edge of both wheels;
 - (iii) fender guards shall be provided for the fan strap side of scutcher to guard the fan strap and slow-motion strap provided that where the slow-motion pulley is driven, directly by a strip from the overhead shaft, it shall be optional either to place the wheel or to protect it by fender guard. If the strap is on the opposite side to the slow-motion strap, each strap shall be protected separately;
 - (iv) all lap rollers shall be provided with lap protectors; and
 - (v) cotton openers, combined openers and scutchers, scutchers lap machines hard waste breakers and similar machines shall be driven by counter shafts provided with fast and loose pulleys and efficient belt shifters.
- (b) in respect of carding machine, -
- (i) all feed roller wheels, daffer and barrow wheels, side shaft wheels, calender wheels and collar wheels shall be efficiently fenced; and
 - (ii) all cylinder doors shall be fitted with a safety automatic locking motion to prevent the doors, from being opened until the cylinder has ceased to revolve and to render it impossible to restart the machine until the doors have been closed.
- (c) in respect of drawing frames,-
- (i) the roller gearing shall be effectively covered; and
 - (ii) the under shaft shall be encased in a metal sleeve or otherwise securely fenced.
- (d) in respect or speed framed,-
- (i) head stocks shall be fitted with an automatic locking arrangement, which shall prevent the doors being opened while the machinery is in motion and shall render it impossible to restart the machines until the doors have been closed;
 - (ii) bobbin skew gear wheels shall be covered over the top and these covers shall be extended both in front and behind round the edge of the wheels except in those cases where the spindles are not leaned whilst the machinery is in motion.

- (iii) spindle show gear wheels shall be effectively covered; and
 - (iv) lifter rack wheels shall be securely fenced, the guard to be such that it shall effectively protect the nip both as the rail rises and as it falls.
- (e) in respect of self-acting mules,-
- (i) guards for middle back shaft scrolls shall be fitted with flanges to protect the intake of the bands and the side of the scroll. The guards for the middle draw band carrier pulley shall be either fixed to the bottom screal board, or be so fastened otherwise that they cannot readily be knocked aside. The side pieces of the guard shall be extended inwards far enough completely to guard the nip between the band and the scroll;
 - (ii) all headstocks shall be provided with strong sheet iron guard high enough to cover the rim pulleys and so shared as to prevent any moving portion of the machinery being reached from the back when the guard is in position;
 - (iii) the guard for the end draw band pulleys shall be extended at least half an inch beyond the end of the pulley;
 - (iv) all guardant pinions shall be securely fenced;
 - (v) no person shall be allowed to be between the fixed and traversing part unless the mule is stopped on the outward run;
 - (vi) all front and back carriage wheels shall be guarded by efficient top guards; and
 - (vii) all spinning mules shall be driven from counter shaft which shall be provided with fast and loose pulleys and efficient belt shifter.
- (f) in respect of ring and throttle and doubling frames,-
- (i) the outer ends of, the frames shall be fitted in with metal plates; and
 - (ii) guards made of strong rigid bars placed so that the vertical gap between them is not more than 6 inches shall be permanently and securely fixed along the whole length of each ring frame and such guards shall not be removable without the use of tool.

- (g) in respect of calendaring machines.---All calendaring machines shall be provided with an efficient nip-guard along the whole length on the intake side of each pair of bowls and shall be so fitted and maintained, while the machine is in use as to prevent the access of any person's fingers to the point of contact of the rollers or bowls; and
- (h) all looms shall be fitted with shuttle guards.

71. Additional Fencing in cotton ginning factories. ---In addition to the rules of 68, 69 and 70 of these rules, the following provisions shall apply to cotton ginning factories to the extent indicated below: -

- (a) the line shaft or second motion in cotton ginning factories shall be completely enclosed by continuous wall or un-climbable fencing with so many openings as are necessary for access to the shaft for cleaning, oiling or adjusting of belts, and such openings shall be provided with gates or doors which shall be kept closed and locked;
- (b) the toothed rollers of the opener shall be guarded by securely fixing the machine not more than eight inches above the lattice, a stout wooden plank or a strong metal guard not less than 18 inches in width so arranged that in no circumstances can a man's hand get into the rollers:

Explanation: - If the guard can be removed without the aid of tools, the toothed rollers of the opener shall not be considered to have been guarded for the purposes of this rule;

- (c) the spur gearing at the side of the opener shall be completely covered by a strong metal guard; and
- (d) the crank shaft pulleys and roller pulleys of all gins shall be securely guarded by strong box guard and hinged top covers.

72. Fitting with automatic locking device.---The cover to the blades of all saw gin machinery shall be fitted with an automatic locking device so arranged as to make it impossible for the saw to be exposed whilst the machine is in motion.

73. Protection of Persons attending to machinery or boilers.---All important pulleys shall be provided with belt hangers or perches.

74. String gear.---Suitable string gear shall be provided and used to move driving traps on all fast and loose pulleys.

75. Lubrications.---Lubrications of beatings or gear wheels or replacing or adjusting of belts shall be done only by experienced and specially trained persons.

76. Provision of gangways and platforms.---Service platforms and gangways shall be provided for overhead shafting and where required by the Inspector shall be securely fenced with guard rails and the boards.

77. Cleaning with cotton waste prohibited.---No transmission machinery in motion shall be cleaned with cotton waste rags or similar material held in the hand.

78. Fitting of shafting ladder.---Every shafting ladder shall be fitted with either hoops or some effective non-skilled device.

79. Oiling and adjusting belts.---(1) No person engaged in oiling or adjusting belts or in any work whatsoever within reach of unfenced transmission machinery shall be allowed to work whilst wearing loosely fitting clothes:

Explanation: - All garments other than those specified below shall be considered loosely fitting clothes for the purpose of this rule:-

- (a) boiler suit;
- (b) shorts;
- (c) tightly fitting shirts worn inside the (shorts);
- (d) loin cloth;
- (e) vest (Banyan);
- (f) sweater;
- (g) cap; and
- (h) turban without hanging ends.

(2) Every person required or engaged to oil or adjust belts or to do any work whatsoever within reach of any unfenced transmission machinery shall be provided by the manager free of cost with a light loin-cloth or shorts.

80. Access to bearings. ---Safe and convenient access shall be provided to all bearings.

81. Cranes and other lifting machinery.---A register shall be maintained for every examination of lifting machine made in pursuance of sub-clause (iii) of clause (a) of sub-section (1) of section 36 of the Act, containing the following particulars, namely:

- (a) the distinguishing number or marks (if any) and description sufficient to identify the lifting machine;
- (b) the working load or loads in the case of crane with a variable operating radius, including load at various radii of the jib trolley or crane is to be stated according to specification laid down in rule 82 of these rules;

- (c) particulars of any defect found in the lifting machine, or in any automatic indicator with which the machine is fitted, in either case, affects the safety of the machine;
- (d) the repairs, (if any) required, either, -
 - (i) immediately; or
 - (ii) within a specified time (which must be stated), to enable the lifting machine to continue to be used with safety (if no such repairs are required the word “Not” is to be entered);
- (e) the name and address of the person carrying out the examination and the date of examination; and
- (f) the address of the factory and the name of the occupier.

82. Manner of test and examination before taking lifting machinery and gear into use.---(1)Every inch with the whole of the gear accessory thereto (including derricks, goose, necks, eye-bolt, eye-plots or other attachments) shall be attested with a proof load which shall not exceed the safe working load as specified in the table below:

Table

Sr. No.	Safe working load	Proof load
1.	Upto 20 tons	25 per cent in excess
2.	20 to 50 tons	5 tons in excess
3.	Over 50 tons	10 percent in excess

- (2) The proof load shall be applied either, -
 - (a) by hoisting moveable weight, or
 - (b) by means of a spring or hydraulic balance or similar appliance, with the derrick at an angle to the horizontal shall be stated in the certificate of the test.

(3) In the former case, after the moveable weights have been hoisted the derrick shall be swung as far as possible in both directions. In the latter case, the proof load shall be applied with the derrick swung as far as practicable first in one direction and then in the other.

(4) Every crane and other hoisting machine with its necessary gear shall be tested with a proof load which shall not exceed the safe working load as specified in the table below:

Table

Sr. No.	Safe working load	Proof load
1.	Upto 20 tons	25 per cent in excess
2.	20 to 50 tons	50 tons in excess
3.	Over 50 tons	10 percent in excess

(5) The said proof load shall be hoisted and swung as far as possible in both directions. In the case of a jib crane, if the jib has a variable radius, it shall be tested with a proof load as stated above at the maximum and minimum radii of the jib. In the case of hydraulic cranes or hoists, where owing to the limitation or pressure, it is impossible to hoist a load 25 per cent in excess of the safe working load, it shall be sufficient to hoist the greatest possible load.

(6) Every article of loose gear whether it is accessory to a machine or not shall be tested with a proof load at least equal, to that shown against each article as specified in tables below:

Table

Sr. No.	Article of Gear	Proof load
1.	Chain	Safe Working Load
2.	Ring	Safe Working Load
3.	Hook	Twice the safe Working load
4.	Shackle	Safe Working Load
5.	Swivel	Safe Working Load

Table

	Pulley Blocks	Proof load
1.	Single sheave Block	Four times the safe working load
2.	Multiple sheave Block with safe working load upto and including 20 tons	Twice the safe working load
3.	Multiple sheave Block with safe working load over 20 tons upto and including 40 tons	20 tons in excess of the safe working load.
4.	Multiple Sheave Block with safe working load over 40 tons.	One and a half times the safe working load.

Provided that where Chief Inspector is of the opinion that owing to the size, design; construction material or use of any such loose gear or class of such gear, any of the above requirements are not necessary for the protection of the persons employed, he may in writing exempt such gear or class of gears from such a requirement subject to such condition, as may be stated in the exemption.

(7) In the case of wire ropes, a sample shall be tested to destruction and the safe working load shall not exceed 1/5th of the breaking load of the sample tested.

83. Hoists and Lifts.---The following conditions or limitations mentioned in column 2 against the class or descriptions of hoists or hoist-ways mentioned in column No. 1 of the table shall be observed:

Table

Sr. No.	Column No. 1 Class or description of hoist or hoistway	Column No. 2 Conditions of limitations if any
1.	Hoistways of pavement hoists, that is tea say, hoists in the case of which the top landing is the surface of a street or public place, or of a yard or other open space within a factory where persons, are required to pass.	The hoistway shall be securely covered or securely fenced at the top landing except when and where access is required for persons, goods or material. Every gate shall be kept closed and fastened except when the cage or platform is at landing.
2.	Hoistways of hoists of move-able type which are used for the stacking, loading, or unloading of goods or material but not for carrying persons and which do not pass through any floor.	-----
3.	Hoistway of Hoists not of moveable type, which are used for the stacking, loading or unloading goods or materials, and which do not pass through any floor and in the case of which the height of travel of the cage or platform exceeding five feet.	The hoistway shall so far as is reasonably practicable, be protected at ground or floor level by as enclosure not less than 7 feet in height and fitted with a gate of gates in connection with which clause (4) shall apply, and if the hoist is used for carrying person: it shall be provided with a cage.
4.	Hoistways of hoists not of movable type which do not pass through any dons, and in the case of which the height of travel of the platform does not exceed five feet.	A gate or gates or other fittings shall be provided to prevent any person being endangered by the underside of the platform.

5.	Hoistways of hoists used solely for fitting material directly into a machine.	-----
6.	Hoistways of hoists which are not used for carrying persons and into or from which goods or materials are not loaded or unloaded except at a height of not less than 2 feet 9 inches above the level of the floor of ground where the loading or unloading is performed.	<p>This exemption shall not apply to any gate unless there is a fixed enclosure not less than 2 feet 9 inches in height below the bottom of the gate and reaching down to the level of the floor or ground; and every gate to which this exemption does apply: -</p> <p>(i) shall be fitted with an efficient device to secure that the cage or platform cannot be raised or lowered unless the gate is closed, and will come to rest when the gate is opened; or</p> <p>(ii) where it is not reasonably practicable to fit such a device, shall be kept closed and fastened except when the cage or platform is at rest at the gate.</p>
7.	Hoists which are not connected with mechanical power and which are not used for carrying persons and the enclosures of the hoistways of such hoists.	-----
8.	Hosts mainly used for raising material for charging blast furnaces or lime-kilns,	
9.	Hoists used for the raising or lowering or tipping or railway rolling stock.	So far as is reasonably practicable, means shall be provided at such entrance to the enclosure to prevent any person falling down the hoistway or being struck by any moving part of the hoist.
10.	Drop-pit hoists used for raising or lowering wheels detached from railway rolling stock.	-----

11.	Hoists in the case of which, the doors of the hoistway are of solid construction and the interior surfaces of the said doors and of the hoistway opposite to any side of the cage in which there is an opening are throughout the height of travel of the cage, smooth and flush with each other (save for any recess designed for working purposes and not more than half an inch in depth, and hand-grips not exceeding one inch in depth provided for closing doors and so constructed as to prevent trapping).	-----
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84. Pressure Plant.---(1) All water level gauge glasses of boilers of which the maximum pressure exceeds 100 Lbs. per square inch shall be securely guarded.

(2) No additional weight shall be placed on the safety valve of any boiler; unless written permission has been received from the Boiler Inspector of the Industries Department in this regard.

(3) No pressure equipment including piping, vessels and accessories thereto shall be used in a manufacturing process beyond their useful life as determined by the manufacturer of the said equipment.

(4) The Occupier of a factory shall get all the pressure equipment including piping, vessels and accessories periodically tested to determine their strength at least twice in a year by the or Boiler Inspector or the Chief Boiler Inspector of the Industries Department to ensure their fitness to bear the high pressure and shall maintain a record of such inspections as provided in **Form-L**.

85. Fitting of the vessels worked under pressure.---All sizing cylinders, biers, digesters, steam jacketed pans and other vessels worked under pressure shall be fitted with safety valves pressure gauges.

86. Pits, sumps, opening in floors etc.---Every fixed vessel structure, sump or pit within the precincts of any factory of which the edge is less than 3 feet above the adjoining ground or platform shall, if it contains any scalding, corrosive, or poisonous liquid, either be securely covered or be securely fenced to at least that height. However, where by reason of the nature of the work neither secure covering nor secure fencing is possible, all possible steps shall be taken to prevent any person from falling in the vessel structure, sump or pit.

87. Excessive weight.---(1) Where a male or female adult or adolescent worker lifts or carries the weights by himself or herself, the weight carried or lifted shall not exceed than the weight indicated as specified in the table below: -

Table

Sr. No.	Person employed	Maximum Weight
1.	Male adult worker	50Kg
2.	Female adult worker	25Kg
3.	Male adolescent worker	25Kg
4.	Female adolescent worker	20Kg

(2) Where the maximum permissible weight which may be transported manually by one adult male, female or adolescent worker exceeds the limits provided under sub-rule (1), measures shall be taken as speedily as possible to reduce it to that level.

(3) In cases where a worker lifts or carries the weights in conjunction with another person or persons, the total weight to be lifted or carried by them shall be the weight indicated in sub-rule (1) of this rule for the person participating in lifting or carrying multiplied by the number of persons who so participates.

(4) As far as possible, female workers should not be assigned to regular manual transport of loads.

(5) No woman should be assigned to manual transport of loads during a pregnancy, which has been medically determined or during the ten weeks following confinement if in the opinion of a certifying surgeon or qualified medical practitioner such work is likely to impair her health or that of her child.

(6) On the basis of medical opinion and taking account of all the relevant conditions of the work, the occupier shall ensure that the exertion required in a working day or shift of workers assigned to manual transport of loads is not likely to adversely affect the health or safety of the workers. The Inspector may require from the occupier or may refer the matter to the certifying surgeon or qualified medical practitioner for obtaining such opinion in the circumstances and conditions of work, as he may deem necessary.

(7) Such appropriate devices and equipment as may be necessary to safeguard the health and safety of workers engaged in manual transport of loads shall be provided or made available to such workers and shall be used by them.

88. Protection of eye.---Every worker in respect of any manufacturing process which involves risk to eyes shall be provided, effective screen and goggles for the protection of eyes.

89. Certificate of stability.---(1) In any building or part of a building which is erected or made use of as factory after the commencement of the Act, no work or any manufacturing process shall be commenced until a certificate of stability of the building or part of the building as the case may be, as provided in **Form-K** signed by a person possessing the qualification specified in sub-rule (6) has been sent to the Chief Inspector for approval.

(2) Similarly, any machinery, plant or metallic structure is erected or made use of in a factory after the commencement of the Act, no work or any manufacturing process shall be commenced until a certificate of stability of such machinery, plant or structure as provided in **Form-M** signed by a person possessing the qualification specified in sub-rule (6) has been sent to the Chief Inspector for approval.

(3) The occupier already in existence before the commencement of this Act shall also submit the certificates of stability under sub-rules (1) and (2), as the case may be, to the Chief Inspector in the Form specified in the rules within six months from the commencement of these rules.

(4) Such certificate shall be sent through the Inspector/Additional Inspector of the area concerned and shall be accompanied by the plans of the building or part thereof, detail of machinery and metallic structure, which is erected or made use of as a factory showing its extent and construction and the position of machinery plant and tanks.

(5) No addition or alteration shall be made to such building or part thereof or such machinery plant or tanks unless a prior approval from Director Labour is obtained for the purpose and upon completion a fresh certificate in respect of such addition or alteration shall be approved in the manner specified in sub-rules (1) and (2).

(6) The certificate shall be signed by a person who is, -

- (a) an Associate Member or Member of Institute of Engineering, Architects of Pakistan; or
- (b) a Civil Engineers registered with the Pakistan Engineering Council; or
- (c) a Structural Engineer registered with Pakistan Engineering Council.

90. Precautions against dangerous fumes.---A confined space in which dangerous fumes are likely to be present to such an extent as involve risk of any person being overcome thereby shall unless there are other adequate means of egress, be provided with manhole, which may be rectangular, oval or circular in shape and shall not be less than eighteen inches long and sixteen inches wide or (if circular) not less than eighteen inches in diameter, or in the case of tank, wagons and other mobile plants not less than sixteen inches long and fourteen inches in diameter.

91. Exclusion of adolescents. ---No adolescent shall be employed in any of the operations specified in the Schedule.

92. Accidents. ---Notices of accidents resulting in death or such severe injury that there is no reasonable hope that the injured person shall be able to return to work within forty-eight hours shall be sent, -

- (a) by special messenger within twenty-four hours of the occurrence to the Chief Inspector and the inspector/Additional Inspector for the area in which the factory is situated; and
- (b) by registered post, within twenty-four hours of the occurrence, to the Commissioner appointed under the Khyber Pakhtunkhwa Worker's Compensation Act, 2013 and Social Security Officer of the area.

93. Repost to Officer-in-charge of the police station.---In case of Accident resulting in death, notice in the mode and within the time specified in clause (a) of rule 92 shall also be sent to the Officer-in-Charge of the Police Station of the area in which the factory is situated.

94. Form of Notice. ---A notice, required to be given under rule 92 or 93 of these rules shall be sent by a special messenger, it shall be as provided in **Form-N** (First Accident Report).

95. Notice in case of injury.---Notices of accidents of minor character which nevertheless prevent the injured person from returning to work within 48 hours of the accident shall be given as provided in **Form-N** within 24 hours of the expiry of that time to the Inspector.

96. Final notice of accident.---Final notice of an accident shall be submitted as provided in **Form-O** (Final Accident Report) within three months from the date of occurrence of the accident to the Chief Inspector and the Inspector for the area in which the factory is situated, and to the Commissioner appointed under the Khyber Pakhtunkhwa Worker's Compensation Act, 2013 and the Social Security Officer of the area.

97. Supplementary report.---When an accident which has been reported to the Inspector as "Slight" after-wards known to be "Serious" or "fatal", the manager shall make the necessary correction in supplementary report which shall be sent forthwith to the authorities mentioned in rules 92 and 93 of these rules.

98. Investigation by the Inspector/Additional Inspector.---(1) If the Inspector/Additional Inspector has reason to believe that a fatal or serious accident has occurred in any factory, whether he has received a notice thereof or not, he shall, as soon as possible, proceed to make an investigation on the spot, either by himself in co-operation with the Police authorities or an official deputed by the Chief Inspector or with both, in order to determine the cause of and the responsibility for the accident.

(2) If the Inspector/Additional Inspector on an investigation under sub-rule (1) finds that the accident has resulted from neglect on the part of the occupier or the Manager of the factory or any other person to observe any provision of the Act or the rules and orders made there-under, and if he so considers necessary, shall sanction the prosecution of the person at fault.

(3) In case where the Inspector or Additional Inspector considers prosecution under the Pakistan Penal Code necessary, he shall make a reference to the Chief Inspector for taking suitable action by the authorities concerned.

(4) The Inspector or Additional Inspector shall while forwarding a case to the Chief Inspector for prosecution record his opinion whether in the event of a fine being imposed on the person at fault, any portion of the recovered fine should be paid to the person sustaining injuries in the accident or his dependents as compensation.

99. Explosion fire or collapse building.---When in any factory there occurs, any explosion, fire, collapse of building or serious defects in the machinery or plant, which might have caused or might cause injury to any person such fact shall be reported by the Occupier within four hours of its occurrence to the authorities mentioned in clause (a) of rule 92 of these rules.

100. Procedure in appeals.---An appeal presented under section 51 of the Act shall lie to the Chief inspector, and shall be in the form of a memorandum setting forth concisely the grounds of objection to the order and a copy of the order appealed against.

101. Appellate authority.--- On receipt of the memorandum, the appellate authority shall, if it thinks fit, or if the appellant has requested that the appeal be heard with the aid of assessors, call upon the body, if any, declared to be the body representative of the industry concerned under sub-section (2) of section 51 of the Act, to appoint an assessor within a period of fourteen days. If an assessor is nominated by such body, the appellate authority shall appoint a second assessor itself. It shall then fix a date for the bearing of the appeal, and shall give due notice of such date to the appellant and to the Inspector whose order is appealed against, and shall call upon the two assessors to appear on such date to assist in the hearing of the appeal.

102. Travelling and other expensive of assessor.---An assessor appointed in accordance with the provisions of rule 101 of these rules shall receive fee amounting to two thousand rupees and travelling expenses for assisting in the hearing of the appeal. Such fees and travelling expenses shall be paid by the appellant, whether the appeal has been decided in his favour or otherwise.

103. Provisions of shelters during rest.---(1) The occupier, wherein more than 50 workers are ordinarily employed or which may be specified by Government in this behalf by a notification in the official gazette, shall provide free of cost one or more suitable rooms or sheds separately for the use of male and female workers during periods of rest.

(2) Such rooms or sheds shall be adequately lighted and properly ventilated so as to admit fresh air at all times.

(3) The rooms or sheds shall not be less than ten feet high and the floor space in them shall not be less than six square feet for each worker to be accommodated.

(4) The roofs of such rooms or sheds shall not be of corrugated sheeting or other metal unless covered by a suitable heat resisting material.

104. Provisions of day care rooms.---The occupier of every factory other than a seasonal factory, wherein 20 or more women workers are ordinarily employed or which may be specified by Government in this behalf by a notification in the official gazette shall provide a suitable room or rooms for the use of children under the age of six years belonging to such women and the room or rooms so provided shall conform to the following conditions,-

- (a) a floor space of not less than nine square feet shall be provided for each child accompanying a female employee;
- (b) the height of the roof shall not be less than 12 feet from the floor;
- (c) the rooms shall be provided with sufficient light and ventilation and its temperature shall not be such as to be injurious to the occupants;
- (d) the structure shall be waterproof and sun-proof, free from dirt vermin and damp and shall be maintained in a clean condition. The interior walls, ceiling, etc. shall be lime washed once in every year. The Wood work shall be painted or varnished at least once in every three (3) years;
- (e) the use of the rooms shall be restricted to children, their attendants and the mothers of the children;
- (f) the services of a sweeper at frequent intervals shall be available to attend to the general cleanliness of the rooms or room and sanitary utensils shall be provided there in to the satisfaction of the Inspector; and
- (g) a trained nurse and a female servant shall be employed by the manager or occupier to attend the children, and such a nurse or servant shall always be present in the room or rooms during the working hours of the factory.

105. Hazardous operations.---The operations specified in the Schedule are declared to be hazardous, when carried on in any factory.

106. Prohibition of employment of women and adolescents.---No women and adolescent shall be employed in any of the operations specified in the Schedule.

107. Protective provisions.---In every factory, in which the following operations are carried on, the special protective measures mentioned against each of such operations shall be taken as specified in the table below:

Table

Sr. No.	Operations	Protective Measures to be Taken
1.	<ul style="list-style-type: none"> (i) melting old or dirty scrap lead; (ii) heating lead material so that vapour containing lead is given off; (iii) cooling molten flaked litharge; (iv) feeding any furnace or retort; and (v) manipulating lead material in any furnace. 	<ul style="list-style-type: none"> (i) These operations shall not be carried on in any factory except with an efficient draught. No draught shall be deemed efficient which fails to remove smoked dust or gas given off at the point where such gas, vapour, fume or dust originates. (ii) The floor of every room in which any person is employed on any of such operations specified at Sr. No. 1 to 19 of the Schedule, shall be of smooth cement or other smooth impervious material. <ul style="list-style-type: none"> (a) The top of every work-bench in every such room shall be of smooth impervious material. (b) The said floor and work-benches shall be kept clean and in good condition. (c) The Chief Inspector may by order in writing, require such floors and work-benches to be kept wet in such manner as he may deem suitable in order to reduce dust. (iii) The occupier wherein any substance used or intended for use in that factory contains a lead compound shall provide and maintain in a cleanly state and in good repair, for the use of all persons employed in lead process: - <ul style="list-style-type: none"> (a) a lavatory under cover with an adequate supply of clean towels which shall be renewed daily, soap and nail brushes; and (b) sufficient and suitable bath accommodation. (c) At least one lavatory basin fitted with a waste pipe and plug and having a constant supply of hot water, shall be provided for every five persons.

		(iv) The Occupier shall provide and maintain sufficient and suitable overalls, gloves and head coverings and clean respirators and shall cause them to be worn properly by every person employed on any of the operations specified at Sr. No. 1 to 19 of the Schedule. At the end of everyday work, they shall be collected and kept in proper custody in a suitable place set apart for the purpose. They shall be thoroughly washed every week and those which have been used in the stove shall be washed daily.
2.	White Lead Processing	<p>(i) Where white lead is made by the stack process, every stack shall be provided with a stand pipe and moveable hose and adequate supply of water, distributed by a house. Every white lead bed shall on the removal of covering boards be adequately damped by the means provided.</p> <p>(ii) Where white lead is made by the chamber process, the chamber shall be kept damp while the process is in operations and the corrosion shall be adequately damped before the chamber is emptied.</p> <p>(iii) A corrosion shall not be carried except in trays of impervious material and no person shall be allowed to carry, on his head or shoulder, a tray of corrosion which has been allowed to rest directly upon the corrosion or upon any surface where there is dry compound.</p> <p>(iv) The floor round roller and open vats and of any place where dry lead compound is packed or manipulated, shall be of smooth cement or other smooth impervious material and shall be kept constantly damp.</p>
3.	The operation of spreading a solution of rubber in an inflammable solvent on cloth and its subsequent drying by the aid of machinery	<p>(i) The operation shall be carried on in a separate building detached from the factory building proper;</p> <p>Provided that, subject to such conditions as he may impose, the Chief Inspector may relax the requirement of this clause in the case of any factory the arrangements provided in which are,</p>

		<p>in his opinion sufficient to protect the persons employed upon the operation referred to in this clause or in the vicinity of the place where it is carried on.</p> <p>(ii) There shall be provided an efficient exhaust draught with an outlet to the open air.</p> <p>(iii) The machinery shall be earthed to prevent the accumulation of static charge of electricity.</p> <p>(iv) No naked light shall be used.</p> <p>(v) Electric fittings and switches shall be of the flame-proof type and wiring shall be either lead sheathed or enclosed in metal conduits.</p> <p>(vi) Motors, if any are used, shall be of spark-proof type or when they are not of such type they shall be located outside the building where such operation is carried on.</p>
4.	The preparation and drying of patent shoes	<p>(i) Adequate measures to prevent the fall of a shoe from the drying chamber into the source from which heat emanates shall be adopted.</p> <p>(ii) Electric fittings and switches shall be of the flame-proof type and wiring shall be either lead sheathed or enclosed in metal conduits and no other source of artificial lighting shall be adopted.</p> <p>(iii) The work bench shall be so arranged as to allow an easy exit from the department and the passages shall be maintained free from any impediment.</p>
5.	The operation of mixing rubber rolls	An efficient step-motion, with an efficient tripping device, shall be provided on each machine and the tripping device shall extend to the whole length of the bowls and shall be readily accessible to the operator.
6.	The operation of preparing solution of rubber in an inflammable solvent with the aid of machinery	<p>(i) There shall be adequate ventilation.</p> <p>(ii) Electric fitting and switches shall be of the flame-proof type and wiring shall be either lead sheathed or enclosed in metal conduits.</p> <p>(iii) No source of flame or conditions which is or are likely to generate sparks shall be permitted in the vicinity of such operation.</p> <p>(iv) No partially filled container of inflammable solvent shall be allowed in the vicinity of such operation.</p>

7.	Use of Carbon bisulphate	Carbon bisulphate shall not be used in the cold cure process of vulcanizing in the proofing of cloth with rubber
8.	Fume Process	A fume process shall not be carried on in an open air or in any room the floor whereof is in any part below the level of the surrounding ground.
9.	Cold cure process of vulcanizing	In the cold cure process of vulcanizing, waterproof cloth shall not be carried on unless every vulcanizing machine including any in drawing cylinder or other drawing plant is so enclosed and arranged that the mechanical feeding in and delivering of cloth place outside the enclosure.
10.	Sand Blasting	<p>(i) No person shall be allowed to perform or to assist at sand blasting in the open air or to work within thirty feet of sand blasting apparatus in operation in the open air, unless he is wearing a suitable protective helmet and gauntlets.</p> <p>(ii) No person shall be allowed to work in or remain in a sand blasting chamber unless he is wearing a suitable protective helmet, overalls and gauntlets, or to insert his arms or hand into the chamber unless he is wearing suitable gauntlet, while sand blasting is being carried on.</p> <p>(iii) The occupier shall provide and maintain in good condition all helmets, gauntlets and overalls necessary for compliance with clause (i) & (ii) of this table.</p> <p>(iv) A protective helmet shall not be considered suitable, unless it carries the distinguishing mark of the person to whom it is issued and by whom it is intended to be used and is provided with a sufficient supply of pure air for breathing and ventilation, together with suitable arrangement to permit the escape of the expired air.</p> <p>(v) No person shall wear a protective helmet that has been worn by another person unless and until such protective helmet shall have been thoroughly disinfected.</p>

11.	Cellulose Solution Spraying (ester paint or lacquer)	<ul style="list-style-type: none"> (i) Where cellulose solutions are applied by spraying apparatus, arrangements shall as far as practicable, be made so as to render it unnecessary for the person operating the spray to be in a position between the ventilating outlet and the article being sprayed. (ii) The occupier shall not undertake the manufacture, use or storage of cellulose solution in any factory in which he did not undertake such manufacture, use or storage before the commencement of these rules unless and until he has given to the Inspector fourteen days notice in writing of his intention to do so. (iii) Every cellulose cabinet shall be completely closed and equipped with an efficient exhaust draught. The draught shall operate on the vapour given in the process, as near as may be, at the source of origin. (iv) No fire, flame or open fire from other agency likely to ignite cellulose solution or inflammable liquid shall be allowed within 20 feet of any cellulose cabinet. (v) Adequate means of escape in case of fire shall be provided and such exits shall be so constructed as to open outward. (vi) An adequate supply of efficient fire extinguishing appliances in a suitable position shall be provided for every room in which cellulose solution is handled. (vii) All stocked cellulose solution or inflammable liquid shall be kept in storage tank in a safe position. (viii) Cotton Waste cleaning racks or solid residues resulting from the manipulation or use of cellulose solution shall be deposited in a safe place. (ix) Where the use of Benzene cannot be avoided for any technical reason, not only shall the process be completely enclosed reducing the exposure of the workers to the minimum, but also a
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		<p>regular complete blood examination of the workers shall be carried out at intervals specified in writing by the Chief Inspector. The workers shall also have their urine examined chemically for total and organic sulphates and mictoscopically for blood cells in the urine to detect occurrence of bladder papilloma and epitheliomas.</p>
12.	<p>Manufacturing or recovery of the Bi-Chromates of Sodium or of Potassium</p>	<p>(i) Wherever practicable: -</p> <p>(a) the grinding and mixing process in any operation referred to shall be carried on in separate rooms and the dust caused thereby shall be reduced to the minimum.</p> <p>(b) Suitable respirators to cover the nose and mouth and overalls and protective coverings for the hands and feet shall be supplied by the occupier. These shall be worn by all the employees employed on such processes. The respirators shall be washed once a day and filtering material either changed or washed at the same time.</p> <p>(ii) Footwear shall be supplied by the occupier to and for wear by employees employed on process.</p> <p>(iii) Protective covering for the hands and feet shall be supplied by the occupier to and for wear by all the employees employed on lixiviating, filtering, concentration, crystallizing and packing process.</p> <p>(iv) The floor on which any operation referred to is carried on shall be of impervious material and shall be swept in a wet state.</p> <p>(v) Overalls referred to in clause (1)(b) shall be washed or renewed once in every week.</p> <p>(vi) A suitable room shall be provided for the storage of overalls and other articles supplied to employees under this rule.</p>

		<p>(vii) A sufficient supply of an ointment consisting of a part of Vaseline to one part of paraffin and 26 drops of carbolic acid to a pound of Vaseline and paraffin shall be provided by the occupier and kept in the factory for use of the employees.</p> <p>(viii) Washing and lavatory accommodation with a sufficient supply of soap and towels on the scale, indicated below, shall be provided by the occupier;</p> <p>(a) a trough with a smooth and impervious pipe-fitted with a waste pipe without plug of a length as would allow at least two feet for every five employees and having a constant supply of water from taps or jets above the trough at intervals of not more than two feet; or</p> <p>(b) at least one lavatory basin, for every five employees, fitted with a waste pipe and plug or placed in a trough having waste pipe and having a constant supply of water.</p> <p>(ix) All employees shall wash their hands and feet after finishing their work and before taking meals.</p> <p>(x) No food shall be consumed in the factory buildings or near any place where any process referred to is carried on.</p> <p>(xi) Every fixed vessel, whether pot, pan, vat or other structure containing any dangerous material and not so covered as to eliminate all reasonable risk of accidental immersion of any portion of the body of a person employed shall be fenced as follows: -</p> <p>(a) each such vessel shall, unless its edge is at least three feet above the adjoining ground or platform, be securely fenced to a height of at least three feet above such adjoining ground or platform.</p> <p>(b) No plank or gang-way shall be placed across or inside any such vessel, unless such plank or gang-way is-</p>
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		<ul style="list-style-type: none"> (i) at least eighteen inches wide; (ii) securely fenced on both sides, either by upper and lower rails, to a height of three feet or by other equally efficient means; <p>(c) if any two such vessels are near each other and the space between them clear of surrounding brick-work or other work, is either-</p> <ul style="list-style-type: none"> (i) less than eighteen inches in width, or (ii) is eighteen inches or more in width, but is not securely fenced on both sides to a height of at least three feet; (iii) secure barriers shall be placed so as to prevent any passage between them.
13.	Generating Petrol Gas from Petrol	<ul style="list-style-type: none"> (i) the plant for generating petrol gas from petrol and associated piping and fittings shall be fitted with at least two efficient flame traps so designed and maintained as to prevent a flash back from any burner to the plant. One of those traps shall be fitted as close to the plant as possible. The plant and all pipes and valves shall be installed and maintained free from leaks; (ii) all plants for generating petrol gas from petrol erected after the coming into force of these rules, shall be erected outside the factory building proper in a separate well-ventilated building (hereafter referred to as the generating building). In the case of plants erected before the coming into force of these rules, there shall be no direct communication between the room where such plants are erected (hereinafter referred to as "the generating room") and the remainder of the factory building;

		<p>(iii) an efficient means of extinguishing petrol fires shall be maintained in an easily accessible position near the plant for generating petrol gas from petrol.</p> <p>(iv) petrol gas shall not be manufactured except in a plant for generating petrol gas, the design and construction whereof has been approved by the Chief Inspector;</p> <p>(v) every care shall be taken to prevent any petrol from escaping into any drain or sewer;</p> <p>(vi) no smoking shall be permitted in the generating room or building or in the vicinity thereof and a warning notice shall be posted in the factory prohibiting smoking and the carrying of matches into such room or building;</p> <p>(vii) all the due precautions shall be taken to prevent unauthorized persons having access to any petrol or to a vessel containing or having recently contained petrol.</p> <p>(viii) all electric fittings shall be of the enclosed flame-proof type and all electric leads shall either be carried in metal conduits or be lead sheathed;</p> <p>(ix) all doors in the generating room or building shall be constructed to open outwards and no door shall be locked or obstructed while gas is being generated and any person is working in the generating room or building;</p> <p>(x) no vessel that has contained petrol shall be repaired in a generating room or building and no repairs to any such vessel shall be undertaken unless adequate precautions have been taken to ensure that it has been rendered free from petrol or inflammable vapour.</p>
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14.	Operation involving the use of any silicon or silica compound or the cleaning of work-rooms where any such operation is carried on including the operations mentioned at Sr. No. 10 -18 of the Schedule.	<p>(i) Replacement of crystalline silica materials with safer substitutes, whenever possible;</p> <p>(ii) Provision of engineering or administrative controls, where feasible, such as local exhaust ventilation, and blasting cabinets;</p> <p>(iii) Where necessary to reduce exposures below the PEL (permissible exposure limit), use protective equipment or other protective measures;</p> <p>(iv) Use all available work practices to control dust exposures. e.g. water sprays;</p> <p>(v) Participation in training, exposure monitoring, and health screening and surveillance programs to monitor any adverse health effects caused by crystalline silica exposures; and</p> <p>(vi) Affixing of following signs at the workplaces:</p> <ul style="list-style-type: none"> • Be aware of the operations and job tasks creating crystalline silica exposures in your workplace environment and know how to protect yourself; • Be aware of the health hazards related to exposures to crystalline silica. Smoking adds to the lung damage caused by silica exposures; • Do not eat, drink, smoke, or apply cosmetics in areas where crystalline silica dust is present; • Wash your hands and face outside of dusty areas before performing any of these activities; and • Remember: If it's silica, it's not just dust.
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15.	Involving the use of soluble chromium compounds	<p>(i) At every vessel in which an electroplating chromium process is carried on, an efficient exhaust draught shall be provided by mechanical means and shall operate on the vapour or spray given off, as near as may be, at the point of origin, so as to prevent it entering into any room in which persons work.</p> <p>(ii) The floors of every room containing a bath shall be rendered even and impervious to water, and shall be maintained in a sound condition and washed on daily.</p> <p>(iii) There shall be provided and maintained in good condition: -</p> <p>(a) for the use of all persons employed in the referred process aprons with bibs; and</p> <p>(b) for the use of those working at a bath, loose fitting rubber gloves of suitable length and rubber boots and other water proof footwear.</p> <p>(iv) There shall be provided and maintained in a clean condition and in good repair for the use of all persons employed in the factory, a lavatory under cover conveniently accessible with sufficient supply of clean towels renewed daily and a soap, nail brushers and suitable ointment.</p> <p>(v) A ten per cent sodium thiosulphate or calcium EDTA solution or cream shall be made available for the use of the workers to be smeared thoroughly over the exposed parts and allowed to dry before starting work entailing contact with chromate solutions.</p> <p>(vi) The occupier shall see that an official cautionary play card as to the effects of chromium acid on the skin, nose and upper respiratory passages, is affixed in the works in such a position as to be easily read by all the persons employed therein.</p> <p>(vii) Inspection of hands and forearms of all persons employed shall be made twice a week by a responsible person.</p>
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108. Notices.---In every building in which any of operations described under rule 106 are carried on, there shall be posted in and at the entrance of such building notices in the languages of workers prohibiting smoking and carrying of matches.

109. Medical certification and examination.---(1) No person shall be employed in any factory for more than fifteen days in the year in any of the operations specified in the Schedule unless a certificate of fitness as provided in **Form-P** granted to him by certifying surgeon appointed, is in the custody of the manager.

(2) The Chief Inspector may require that any person granted a certificate under sub-rule (1) shall carry with him, while at work a token giving reference to such certificate.

(3) Every person so employed shall be medically examined by a certifying surgeon at intervals of not more than six months and a record of such examinations shall be entered as provided in **Form-Q** and be preserved by the manager.

(4) If at any time, the Certifying Surgeon is of the opinion that any person is no longer fit for employment in any of the operations specified in the Schedule, he shall cancel the certificate of fitness of that person.

(5) No person whose certificate of fitness has been cancelled shall be employed in any of the operations specified in the Schedule unless the certifying surgeon again certifies him to be fit.

(6) For workers exposed to chrome dust and silicon dust in recovery and manufacturing of bi-chromates and silicon compound, there shall be once in every six months their chest X-Ray for detecting and other specific test for determining lung cancer or silicosis development shall be compulsory.

(7) The fees for examination under this rule, as may be fixed by the Chief Inspector, shall be borne by the Occupier.

110. Restriction of employment.---(1) No person shall be employed in any factory, wherein any of the operations specified at Sr. No. 11 to 19 of the Schedule are carried on and the workplace atmosphere contains silicon and silica (quartz) compound dust above the following limits:

- (a) Quartz (respirable dust): 0.1 mg/m³ TWA;
- (b) Tridymite (respirable dust): 0.05 mg/m³ TWA;
- (c) Cristobalite (respirable dust): 0.05 mg/m³ TWA;
- (d) Tripoli (respirable dust): 0.1 mg/m³ TWA; and
- (e) Tridymite: 0.05 mg/m³ TWA.

111. Provisions relating to respirators.---(1) The occupier shall provide R95 NIOSH (National Institute of Occupation Safety and Health, USA) certified respirators applicable and suitable for the workers employed in the operations specified in the Schedule.

(2) The occupier shall be responsible for the establishment and maintenance of respiratory programme at the workplace level, which include:

- (a) written Respiratory Protection Programme Respiratory Protection Programme (RPP) with required work site specific procedures and elements for use of respirator;
- (b) administration by a suitable trained programme Administrator;
- (c) small compliance guide containing demonstration of Respiratory Protection Programme (RPP);
- (d) medical evaluation of workers required to use respirators;
- (e) fit testing procedure for tight fitting respirators;
- (f) procedures and schedule for cleaning, disinfecting, storing, inspection, repairing, discarding and otherwise maintaining respirators;
- (g) training of workers in the respiratory hazards to which they are potentially exposed at the workplaces; and
- (h) procedure for regular evaluation and effectiveness of the programme.

112. Sampling.---(1) When an Inspector/Additional Inspector suspects that any substance used or intended for use in any factory carrying on in the manufacturing process, the operations mentioned at Sr. No. 1 to 19 of the Schedule contains a lead compound, silica sand or silicon compound, he may at any time take for analysis sufficient quantity of that substance:

Provided that the manager of the factory may at the time, when a sample is taken and on providing the necessary appliances, require the Inspector or Additional Inspector to divide the sample into two parts and to seal it and deliver to him one such part.

(2) The Inspector or Additional Inspector shall send such substance in sealed form to the laboratory established by Government for this purpose for testing on the expenses of the occupier.

(3) The result of the laboratory shall be conclusive proof with regard to the use of Lead and Silicon Compounds as the case may be in the manufacturing process of the factory concerned for the purpose of taking protective measures by the occupier and in default thereof, for taking cognizance under the relevant provisions of the Act by the Inspector.

113. Duties of Occupier.---(1) All machines for filling bottles or siphons, shall be so constructed, placed or fenced as to prevent, as far as possible, a fragment of a bursting bottle or siphon from striking any person employed in the factory.

(2) The fitting of a filled siphon shall not be polished unless the siphon is held in a box or case so constructed to prevent as far as possible, the escape of any fragment of a bursting siphon:

Provided that this sub-rule shall not apply in the case of siphon filled at a pressure of less than one hundred and thirty pounds per square inch.

(3) There shall be provided and maintained in good conditions for the use of all persons engaged in filling bottles or siphons: -

- (a) suitable face guards to protect the face, neck and throat; and
- (b) suitable gauntlets for both arms to protect the whole hand and arms:

Provided that this sub-rule shall not apply where bottles are filled by means of an automatic machine so constructed that no fragment of a bursting bottle can escape.

(4) There shall be provided and maintained in good condition, for the use of all persons employed in any processes involving exposure to wet, waterproof aprons with bibs and waterproof boots.

114. Duties of workers.---(1) All workers in any of the process to which these rules apply shall, while at work, wear the faceguard and gauntlets provided by the occupier.

(2) No worker shall polish the fittings of a filled syphon unless it is held in a box or case constructed as to prevent the escape of fragment of bursting syphon or unless the syphon has been filled at a pressure of less than 130 pounds per square inch.

(3) Every worker in any process involving exposure to wet shall wear at work the protective clothing provided for the purpose by the occupier.

(4) No worker shall misuse or without the concurrence of the manager interfere with any appliances provided.

(5) Every worker shall wear protective clothing provided by the occupier of the factory.

(6) Every worker shall present himself at the time appointed by the occupier or the certifying surgeon for examination by the certifying surgeon.

(7) No worker whose certificate of fitness has been suspended shall work in any process involving contact with liquid from any bath for electroplating.

(8) No worker, whose certificate of fitness has been suspended, shall work in any related process unless the certifying surgeon again certifies him fit to do.

(9) Every worker employed in any lead process or silicon process shall deposit, in the place provided for the purpose, all clothing put off during working hours.

(10) Every worker employed in any lead process or silicon process shall before partaking of food or leaving the premises where the said processes are carried on wash his face and hands.

(11) No worker shall introduce, keep, prepare or partake of any food or drink or make use of tobacco in any place in which any lead process or silicon process is carried on.

(12) No worker shall smoke in any room in which cellulose solution is placed or in any store room.

(13) Any worker using cotton rag or similar material shall comply with the safety requirements

(14) Every worker who is engaged in the manipulation or use of cellulose solution shall make full and proper use of ventilating and other appliances provided for the purpose.

115. First aid appliances. ---(1) In every factory, there shall be maintained in good working order First aid appliances as specified in **Appendix-I**. The appliances shall be placed under the charge of a responsible person who know how to use them, and shall be kept in a readily accessible place within the factory so as to be immediately available during working hours. The words "First Aid" shall be clearly painted on the box or other receptacle concerning such appliances.

(2) Every person sustaining an injury within a factory shall unless he / she desires otherwise, be administered "First Aid" as per **Appendix-II**.

116. Compensatory holidays. ---The compensatory holiday to be allowed under sub-section (1) of section 55 of the Act shall be so spaced that not more than two holidays are given in a week:

Provided that this rule shall not apply to factories engaged on continuous process specified in rule 125 of these rules.

117. Notice of periods of work.---(1) The manager shall display at the place at which the notice of periods for work specified under section 55 of the Act is displayed on or before the end of the month, a list of persons entitled to compensatory holidays in the following month, specifying the dates on which the holidays fall of due. Any subsequent changes in respect of persons allowed compensatory holidays shall be made not less than one week in advance of such holidays.

(2) The holiday or holidays shall be given before a worker is discharged or dismissed.

118. Register of exempted worker from the provisions of section 54.---(1) The manager shall maintain a register of workers exempted from the provisions of section 54 of the Act as provided in **Form-R** and make an annual return of compensatory holidays as provided in **Form-S** within a period of two months at the end of the year in non-seasonal and the end of the season in seasonal factories:

Provided that, if the Chief Inspector is of the opinion that any muster roll register regularly maintained for the factory, or return made by the manager given in respect of any or all of the workers in the factory, the particulars required for the enforcement of section 55 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 places of and be treated as, the register or return required under this rule for that factory.

(2) The register, maintained under sub-rule (1), shall be preserved for a period of three years from the last entry borne on it and shall be produced before the Inspector on demand.

119. Notice of periods for works for adults.---(1) The notice of periods for work for adults shall be as provided, -

- (a) as provided in **Form-T**, when all the adult workers in a factory are required to work within the same periods and when the periods are the same on each working day of the week;
- (b) as provided in **Form-U**, when all the adult workers in a factory are required to work within the same periods and when periods are the same on five working days of the week and shorter on sixth day;
- (c) as provided in **Form-T** or **Form-U** as may be convenient, a separate Form being used for each group, when the adult workers have in accordance with the requirements of sub-sections (4) and (5) of section 59 of the Act been classified into groups which do not work on a system of shifts;
- (d) as provided in **Form-V**, when the adult workers have in accordance with the requirements of sub-section (6) of section 59 of the Act been classified into groups working on shifts, the relays not being subject to predetermined periodical changes of shifts; the Form shall be accompanied by a supplementary notice in a form approved by the Chief Inspector showing which relay is working on each shift; and
- (e) as provided in **Form-V**, when. the adult workers have in accordance with the requirements of sub-section (7) of section 59 of the Act been classified into groups working on shifts, the relays being subject to predetermined periodical changes of shift; the form shall be accompanied by a supplementary notice showing the system of rotation of relays and the method of determining which relay should be working on any specified shift on any day provided that if the periods of such work for women differ from the periods of work for men, separate notice shall be used for men and for women.

(2) When in the opinion of the Chief Inspector or the Inspector, the periods for work in a factory although legal cannot be conveniently displayed by any of the methods described in the foregoing rules, he may by order in writing permit a notice in a form which appears to him suitable to be substituted and such form shall for that factory be deemed to be prescribed form.

(3) The notice shall be painted in bold letters of not less than an inch on a wooden or metal plate and shall be displayed in a conspicuous place near the main entrance of the factory.

120. Register of adult workers. ---(1) The register of adult workers under section 61 of the Act shall be as provided in **Form-W**, and shall be kept separately for each shift for a calendar year.

(2) In the register of adult workers maintained under sub-rule (1), the attendance shall be marked every day.

(3) The register shall be preserved for three years in non-seasonal factories and for at least two years beginning from the date of the commencement of the season in seasonal factories.

(4) The register shall always be available for inspection, and if it is not produced on demand being made therefore by the Inspector, the manager shall be deemed to be responsible for its non-production, whether he was present in the factory at the time of demand or not.

121. Persons holding positions of supervision or management.---(1) The general manager or manager shall hold positions of supervision or management in a factory.

(2) A list showing the names and designations of all persons to whom the provisions of sub-section (1) of section 63 of the Act have been applied shall be maintained and when so required by the Inspector or Additional Inspector, produced before him.

122. Exemptions urgent repairs.---When the work in Engineering or other Workshops on the repair of plant used in manufacturing processes or repairs in connection with the maintenance of a public service or in any factory on the repair of any part of the machinery, plant or structure of that factory is of such a nature that delay in its execution would involve,-

- (a) substantial, interruption to the manufacturing process in any factory; or
- (b) substantial interruption to public service; or
- (c) danger to human life or safety;

all adult male workers employed on such work shall be deemed to be employed on urgent repairs within the meaning of clause (a) of sub-section (2) of section 63 of the Act and shall be exempted from the provisions of sections 54, 56, 57 and 58 of the Act for the period occupied in the completion of such repairs, subject to the following conditions, namely:

- (i) that the period of exemption for any one worker shall not exceed fourteen days in any calendar month;
- (ii) that no worker shall be employed for more than fourteen consecutive days without one full day's holiday;
- (iii) that no worker shall be employed continuously for more than eight hours without a rest interval of at-least one hour; and
- (iv) that a notice stating the names of workers employed and the precise nature of work shall be sent to the Chief Inspector and the Inspector of the area concerned within four hours of the commencement of such employment and a copy of the said notice shall be affixed in a conspicuous place near the main entrance of the factory before the workers are put on such work.

123. Preparatory and complimentary work.---Adult male workers employed on dispatching and receiving of goods or solely on maintenance work or as engine drivers, boiler attendants, mill-wrights, mates acid oilmen shall be deemed to be employed on preparatory and complimentary work in all factories within the meaning of clause (b) of sub-section (2) of section 63 of the Act and as such shall be exempted from the provisions of sections 53, 56, 57 and 58 of the Act subject to the following conditions, namely:

- (a) that no such worker shall be employed for more than eight hours continuously without a rest of one full hour; and
- (b) that no such worker shall be employed in any factory for more than sixty hours in any one week or for more than ten hours in any one day.

124. Intermittent work.---Adult male workers employed as Engine drivers, Foremen, Mill-wrights, Mill-wrights Mates, Fitters, Oilmen, Electricians, Carpenters, Blacksmiths and Moulders shall be deemed to be employed on intermittent work in all factories within the meaning of clause (c) of sub-section (2) of section 63 and as such shall be exempted from the provisions of sections 53, 56, 57 and 58 subject to the following conditions,-

- (a) that no worker shall be employed for more than eight hours continuously without a rest of one full hour; and
- (b) that no worker shall be employed in any factory for more than sixty hours in any one week or for more than ten hours in any one day.

125. Continuous process.---Adult male workers employed, -

- (a) on the generation of electricity;
- (b) on the manufacture of ice in ice factories;

- (c) on brewing in breweries;
- (d) on distillation in distilleries;
- (e) on the production of glass in glass works;
- (f) on distillation in rosin and turpentine factories;
- (g) on tanning in tanneries;
- (h) on the manufacture of cement, asbestos sheets and allied products in cement works;
- (i) in the operations of gur and sugar in factories and refineries;
- (j) on the operations of blast furnaces in iron and steel factories;
- (k) on water works or water supply pumping stations;
- (l) on the production of carbon-dioxide gas in carbonic acid gas factories;
- (m) in the mineral oil refining process;
- (n) on oil pressing, oil refining and soap making;
- (o) on the manufacture of paper and straw board in paper and straw board mills, poly extrusion on paper board foils etc., in pulp, paper and board mills;
- (p) on the manufacture of chemicals in chemical works;
- (q) on pottery making in pottery works;
- (r) on the manufacture of starch in starch factories;
- (s) on cupola on the foundry section of iron, brass and steel manufacturing operations;
- (t) on dyeing and bleaching section of textile mills;
- (u) in the preparation of oxygen and acetylene;
- (v) on the process of dehydration of meat, potatoes and other vegetables;
- (w) on shooting of films in studios;
- (x) on mixing compounding, masticating, sole-pulling, frictioning, cutting, passing, and crushing of rubber and manufacturing of tyres and tubes in rubber factories;
- (y) on machinery in cold storages;
- (z) on manufacturing of blades and razors;
- (aa) on processing of soft fruits, juices and vegetables;

- (bb) on refining, bleaching, filtering, hydro-generating and deodorizing and compression of oxygen and the filling of cylinders in Vanaspati (Vegetable Oil and Hydro-generating factories);
- (cc) in fish canning and fish-curing factories;
- (dd) on manufacturing of glue and gelatine;
- (ee) in electric transforming factories;
- (ff) in train gas lighting factories of railway;
- (gg) in coal gas factories;
- (hh) in natural gas refining;
- (ii) on the manufacture of pharmaceutical products including vitamins and by-products in the pharmaceutical factories;
- (jj) in oil tank installations;
- (kk) on manufacturing of infant milk food and milk food products;
- (ll) on production of bituminizing waxing, poly extrusion in films;
- (mm) on manufacturing of enameled copper wires;
- (nn) on the manufacture of paints and varnishes;
- (oo) on the manufacture of porcelain insulators, tiles, bushing and switch fuses in electric equipment manufacturing industries;
- (pp) on man-made yarn including acetate, nylon, acrylic and polyester; and
- (qq) on ceramic tiles shall be deemed to be employed on continuous processes within the meaning of clause (d) of sub-section (2) of section 63 and as such shall be exempted from the provisions of sections 53, 54, 56, 57 and 58 subjects to the following conditions namely, -
 - (i) that such workers shall ordinarily be employed on daily eight hours shifts;
 - (ii) that no such workers shall be employed for more than fourteen consecutive days without a compensatory continuous rest period of at least twenty-four hours;
 - (iii) that when shifts are changed, -
- (rr) on press industries, Chip Board, Match Factory and Woolen industries;
 - (i) that such workers shall ordinarily be employed on daily eight hours shifts;
 - (ii) that no such workers shall be employed for more than fourteen consecutive days without a compensatory continuous rest period of at least twenty-four hours;
 - (iii) that when shifts are changed, -

- (a) no shift may be employed for more than sixteen hours in one day (that is to say, two periods of eight hours each with an interval of eight hours);
- (b) the system of shifts shall have been approved by the Inspector of the area concerned;
- (c) the persons who have worked double time shall at the next change of shifts have complete holiday of twenty-four consecutive hours; and
- (d) the average weekly hours of work in any period of three weeks shall not exceed fifty-six;
- (iv) that a note shall be maintained in the remarks column of the Register of Adult Workers against the name of every worker in respect of whom the exemption is claimed to have been allowed or granted; and
- (v) that the decision of the Chief Inspector shall be final as to whether the work of any such worker is or is not of the nature described in the exemption.

126. Bakeries and dairies.---Adult male workers employed in bakeries and dairies shall be deemed to be employed in making or supplying articles of prime necessity which must be made or supplied every day within the meaning of clause (e) of sub-section (2) of section 63 of the Act and as such shall be exempted from provisions of section 54 of the Act; provided that no such workers shall be employed for more than fourteen consecutive day without a holiday for a whole day.

127. Tea factories.---Adult male workers employed in tea factories shall be deemed to be employed in a manufacturing process which cannot be carried on except at times dependent on the irregular action of natural forces within the meaning of clause (g) of sub-section (2) of section 63 read with sub-section (3) of section *ibid* and as such shall be exempted from the provisions of sections 54, 57, 59 and 60 of the Act on the condition that,-

- (a) the manager or the occupier before he avails himself of the exemption has served on the Inspector of the area concerned and displayed in the factory a notice of his intention so to avail himself and whilst he avails himself of the exemption shall keep the notice so displayed;
- (b) an attendance register for such workers as provided in **Form-X** is maintained and each period of work is entered therein immediately after the period of work in respect of each worker has been completed; and
- (c) no such worker shall be employed for more than fourteen consecutive days without a holiday for a whole day.

128. Fodder presses.---Adult male workers employed on fodder pressing shall be deemed to be employed in a process which cannot be carried on except at times dependent on the irregular action of natural forces within the meaning of clause (g) of sub-section (2) of section 63 of the Act and as such shall be exempted from the provisions of sections 54 and 57 of the Act; provided that no such worker shall be employed for more than fourteen consecutive days without holiday for a whole day.

129. Engine rooms and boiler houses.---Adult workers employed in engine rooms and boiler house shall be exempted from the provisions of section 54 of the Act under clause (h) of sub-section (2) of section 63 of the Act, on the conditions that,-

- (a) no such workers shall be allowed to work for more than eight hours on a weekly holiday;
- (b) the weekly hours of such workers do not exceed sixty hours in any factory; and
- (c) no such workers shall be employed for more than fourteen consecutive days without a holiday.

130. Flour Mills.---In respect of adult male workers employed as foremen, machine men (operators and cleaners), shooting men, mixer-men, oilers, packers, stitchers, flour godown coolies, salesmen and sweepers in the screen-room, mill and flour godowns of a flour mill, the following provisions shall apply, -

- (a) where the manufacturing process is carried on continuously throughout the day and all such workers in the factory are ordinarily employed on daily eight hours shifts the provisions of sections 53, 54, 56, 57 and 59 of the Act shall not apply on the conditions that, -
 - (i) on the notice of periods for work required under section 59 of the Act, the manager shall enter against each group of workers working under the provisions of this clause, the workers working under the provisions of clause (1) of rule 119 of these rules;
 - (ii) no such workers shall be employed for more than fourteen consecutive days without compensatory rest period of at least twenty-four hours at one time or alternatively;
- (b) where manufacturing process is carried on continuously throughout the day and all such workers in factory are not ordinarily employed in the daily eight hours shift, the provisions of sections 53 and 54 of the Act shall not apply on the conditions that, -
 - (i) on the notice of periods for work required under section 59 of the Act, the manager shall enter against each group or groups of workers working under the provisions of this clause, the workers working under the provisions of rule 119 of these rules;

- (ii) no such workers shall be employed on a Sunday or the day fixed for the weekly holiday for more than six hours; and
- (iii) every such worker shall be given a weekly rest period commencing on Sunday or the day fixed for the weekly holiday of not less than 24 consecutive hours.

131. Record of exemptions.---The manager of every factory shall maintain a record of all exemptions granted to the factory from any provision of the Act as provided in **Form-Y** and such record shall be produced before the Inspector, when he so requires.

132. Exemption from the provision of section 53.--- Except in the case of workers exempted under clause (a) of sub-section (2) of section 63 of the Act, the total overtime period of any adult worker exempted from the provisions of section 53 of the Act shall not exceed twelve hours in any one week.

133. Restriction on the employment of women.---(1) Adult female workers employed in the fish curing and fish canning factories shall be exempted from the provisions of sections 53, 54,56, 57, 58 of the Act and sub-section (1) of section 65 of the Act, subject to the following conditions, -

- (a) that no female workers shall be employed for more than ten hours a day or sixty hours a week;
- (b) that the total spread-over of the working hours including rest interval shall not exceed twelve and half hours in any day;
- (c) that overtime wages shall be paid to the workers in accordance with the provisions of section 67 of the Act; and
- (d) that entries of overtime shall be made in the overtime register as provided in **Form-Z**.

(2) This rule shall remain in force for a period of three years only with effect from the date of the publication of this notification and shall thereafter cease to operate.

134. Overtime register.---(1) The manager of every factory in which workers are exempted under section 63 or 64 of the Act from the provisions of section 53 or 56 of the Act shall keep a register as provided in **Form-Z** showing the normal piecework rates of pay per hour, per day or per week of all exempted workers.

(2) The overtime hours of work per day and per week and the payment therefore to all exempted workers shall be correctly entered in the register required to be maintained under this rule.

(3) The register shall not be destroyed until after the expiry of three years from the date of last entry therein.

(4) The register shall always be available for inspection by the Inspector and if not produced on demand being made therefore by the Inspector, the manager shall be deemed to be responsible for its non-production, whether he was present in the factory at the time of demand or not.

135. Restriction on double employment.---(1) The Inspector may sanction the employment of adult male workers in more than one factory on the same day if he is satisfied, -

- (a) that the total working hours of such workers on any one day does not exceed ten; and
- (b) that they receive weekly holiday prescribed under section 54 of the Act.

(2) A note over the initials of the Inspector or Additional Inspector shall be made in the remarks column of the register of adult workers against all male workers permitted to work in more than one factory under sub-rule (1).

136. Holidays with pay.---(1) The employer shall maintain a holiday with pay register as provided in **Form-AA** and make a return as provided in **Form-BB** not later than the 1st March of the year subsequent to that to which it relates:

Provided that, if the Chief Inspector is of the opinion that any muster roll or register regularly maintained for the factory or return made by the occupier gives in respect of any or all of the workers in the factory, the particulars required for the enforcement of Chapter-V of the Act, he may by order in writing direct that such muster roll or return shall, to the corresponding extent, be maintained in place of and be treated as the register or return required under this rule for that factory.

(2) The register, maintained under sub-rule (1), shall be preserved for a period of three years from the last entry borne on it and shall be produced before the Inspector on demand.

(3) The register shall always be available for the inspection by the Inspector, and if not produced on demand being made therefore by the Inspector, the manager shall be responsible for its non-production, whether he was present in the factory at the time of the demand or not.

137. Holiday book. ---(1) The occupier shall provide each worker with a book called "Holiday Book". The Holiday Book will be the same as the register of holidays with pay (**Form-AA**) made on a thick bound sheet in the form of a book for each worker. The book shall be the property of the worker and the occupier or his agent or the manager shall not demand it except to make entries of the date of holidays or interruptions in service and shall not for any reasons keep it for more than a week at a time.

(2) If a worker loses his 'Holiday Book', the occupier shall provide him with a duplicate thereof, duly completed from his records, on payment of Rs. 50/-.

138. Leave on medical ground.---(1) A worker, who is absent from work for reasons of health, shall if so required by his occupier in writing, submit a medical certificate signed by a registered medical practitioner stating the cause of the absence and the period for which the worker will, in the opinion of the medical practitioner, be unable to attend to his work.

(2) When an occupier provides medical facilities for his worker living in a colony attached to the factory, such certificate shall be obtained from the factory doctor.

(3) The charges for a certificate required to be produced by a worker under this rule shall be borne by the employer.

139. Record of unemployment.---The occupier shall report as soon as possible to the Inspector all cases of involuntary unemployment indicating the total number of workers affected together with the cause or causes of unemployment. Entries of such unemployment should be made in the Holidays with pay register of the factory and in the holiday book of the worker concerned.

140. Holidays in continues service.---Before or on the completion of period of twelve months continuous service in the factory as defined in section 72 of the Act, a worker may give notice to the occupier of his intention not to avail himself of holidays falling due in the following period of twelve months and the occupier shall thereupon make an entry to that effect in the holidays with pay register in respect of that worker and in his holiday book.

141. Dates fix for holidays during twelve months.---Except in regard to the worker, who has given notice of his intention not to avail himself of holidays in the year in which these accrue, the occupier shall fix the dates on which holidays with pay shall be allowed to each worker including the worker who has accumulated his holidays over two periods of twelve months each. Any such date shall not be earlier than four weeks from the date on which the date so fixed is notified, unless the worker agrees to take the holidays earlier and shall be made in the Holidays with Pay Register and the holidays book of the worker concerned.

142. Holidays of spouse.---As far as circumstances permit, when a husband and wife are employed in the same factory, they shall be allowed holidays on the same day.

143. Change in the date fixed for holidays.---The occupier may after the date fixed for holidays change it only after giving a notice of four weeks to the workers.

144. Exchange the period of leave.--- A worker may exchange the period of his leave with another worker subject to the approval of the occupier.

145. Payment for the second half of the day.---The second half of the pay due for the period of holidays shall be paid to the worker with the first payment of wages after he resumes work.

146. Death during holidays.---If a worker dies before he resumes work, the balance of his pay for the period of holidays shall be paid within a period of one week of the receipt of the intimation of his death to his nominee and in the absence of a nominee to his dependents according to law or local practice.

147. Register of holidays in case of exemption.---(1)Where a factory is exempted under section 77 of the Act from the provisions of Chapter-V of the Act, the manager shall maintain a register showing in respect of each worker, the holidays due and taken and the pay granted for the holidays taken and shall display at the main entrance of the factory, a notice giving details of the system prevailing in the factory for the holidays with pay and shall send a copy of the same to the Inspector.

(2) Leave rules, applicable to workers in a factory, approved by Government when granting exemption to the factory under section 71 of the Act shall not be altered without previous permission of Government.

148. Festival holidays.---(1) In public utility services as mentioned in the Schedule of the Khyber Pakhtunkhwa Industrial Relations Act, 2010, the provisions of section 79 of the Act regarding festival holidays shall apply to only those workers who are granted this facility by the manager through a notice displayed on the Notice Board prior to such holiday. All other workers shall attend to their normal duties. In such public utility services, a worker may be paid at twice the rate of ordinary pay for work performed on a festival holiday or one day additional compensatory holiday with full pay and a substituted holiday in accordance with the provisions of section 54 of the Act.

(2) The above provisions shall also apply to all other factories, if the worker wants encashment instead of compensatory leave.

(3) The manager shall allow non-Muslim workers intending to enjoy their festival holidays to adjust the same against the festival holidays declared under section 79 of the Act for others.

149. Regulation of periods of work for adolescent notice of engagement and period of work.---(1) The occupier shall send a notice as provided in **Form-CC** of engagement on work in respect of adolescent to the Inspector of the area and a copy thereof to the Chief Inspector within fifteen days from the commencement of work in the factory and in respect of those factories, which were already in existence before the commencement of the Act and promulgation of these rules, within a period of thirty days from the date of promulgation of these rules.

(2) The occupier shall send a notice as provided in **Form-DD** of period of work in respect of the adolescent to the Inspector of the area and a copy thereof to the Chief Inspector within fifteen days from the commencement of work in the factory and in respect of those factories, which were already in existence before the commencement of the Act and rules, within a period of thirty days from the date of these rules.

(3) The notice of period of work under sub-rule (2) shall be displayed in bold letters in English as well as in vernacular language at the main entrance of the factory.

150. Certificate of Fitness.---(1) A certifying surgeon shall, on the application of any adolescent who wishes to work in a factory on which the provisions of Act are applicable, or of the parent or guardian of such adolescent, or of the occupier of the factory in which such an adolescent wishes to work, examine such adolescent to ascertain his age and fitness to work.

(2) A certifying surgeon, after examination, may grant to such adolescent, a certificate of fitness to work in a factory as an adolescent worker as provided in **Form-EE**, if he is satisfied that such person has completed his fourteenth year of age, but has not yet reached his eighteenth year of age.

(3) Any dispute about the age of an adolescent employed or permitted to work in a factory shall be decided on the basis of the Registration Certificate (**Form-B**) issued by the National Database and Registration Authority or the birth certificate issued by the competent authority, but in the absence of such a document, the Inspector shall refer the matter to the certifying surgeon for determination of the age and his decision in Form-F under sub-rule (1) of rule 12 of these rules shall be conclusive proof of the age of the adolescent and the fee to the certifying surgeon shall be paid by the occupier.

151. Register of adolescent workers.---(1)The Occupier shall maintain a register as provided in **Form-FF** for the adolescent workers employed in a factory.

(2) The register prescribed under sub-rule (1) shall always be available, and if it is not produced on demand made by the Inspector, the occupier of the factory shall be responsible for its non-production, whether he was present in the factory at the time of demand or not.

152. Working hours for adolescents.---(1) The period of work of an adolescent on each day shall be so arranged that inclusive of the interval for rest provided under subsection (2) of section 7 of the Khyber Pakhtunkhwa Prohibition of Employment of Children Act, 2015, it shall not exceed seven hours including the time spent on waiting for work.

(2) The period of work of an adolescent on each day shall be so fixed that no period shall exceed three hours and that no adolescent shall work for more than three hours before he had an interval at least one hour for rest.

153. Display of factory notices. ---The abstract of the Act and of the rules made there-under provided under section 95 of the Act shall be in the **Appendix-III**.

154. Submission of returns.---(1)The manager shall furnish the following returns to the Inspector on or before the 15th of January each year, an annual return, in duplicate, as provided in **Form-GG** and the inspector will there after submit consolidated report to the Chief Inspector in respect of all the factories in his area of jurisdiction:

Provided that in case of a factory in which work is carried on only during a certain season or seasons of the year, the manager shall submit the annual return within fifteen days after the date of that season or of the last of those seasons as the case may be.

(2) Before the end of every calendar month, return giving notice of the days on which it is intended to close a factory during the succeeding month.

155. Repeal.---The Khyber Pakhtunkhwa Factories Rules, 1975, the Khyber Pakhtunkhwa Factories Canteen Rules 1979 and West Pakistan Hazardous Occupations (Lead) Rules 1963, West Pakistan Hazardous Occupations (Miscellaneous) Rules 1963, West Pakistan Hazardous Occupations (Aerated Waters) Rules 1963, West Pakistan Hazardous Occupations (Rubber) Rules 1963, West Pakistan Hazardous Occupations (Chromium) Rules 1963, West Pakistan Hazardous Occupations (Cellulose Solution Spraying) Rules 1963, West Pakistan Hazardous Occupations (Sand Blasting) Rules 1963, West Pakistan Hazardous Occupations (Sodium and Potassium-Bichromates) Rules 1963, West Pakistan Hazardous Occupations (Petrol Gas Generating Plant) Rules 1963 are hereby repealed to the extent of the Province of Khyber Pakhtunkhwa.

FORM-A
[see rule 4(2)]

Certificate of Registration
(Under Section 9(1) of the Khyber Pakhtunkhwa Factories Act, 2013)

Factory Registration No. District/00/20....

This is to certify that the premises known as
.....
.....
.....

located at (address) falls within the definition of factory given under section 2 (1)(f) of the Khyber Pakhtunkhwa Factories Act, 2013 and is on this day registered under section 9(1) of the Act.

Given under my hand and seal at this day of
..... year

Name:
(Chief Inspector)

Seal

FORM-B

[see rules 4(3) and 150(3)]

Registered Factories

District:

Sr. No.	Name of Factory with location	Postal Address	Nature of Manufacturing Process / work	Name of occupier	No. of Workers at the time of registration	Status (Seasonal or Perennial)	Registration No.	Date of Registration	Date if de-registered
1	2	3	4	5	6	7	8	9	10

FORM-C

[see rules 4(1)(a) and 5(1)]

Notice of Occupation

1. Name of Factory:
2. Location of the factory:
3. Postal address:
4. Name of occupier:
5. Name of Manager:
6. Nature and amount of moving power used:
7. Nature of process / work carried on:
8. Time of beginning and ending work on each day: -
 - i. First Time: From: To:
 - ii. Rest Interval: From: To:
 - iii. Second Time: From: To:
9. Maximum number of workers at a time employed anywhere within the precincts of the factory on any one day in the year:
 - (a) Clerical Staff: Male: Female:
 - (b) Workers: Male: Female:
 - (c) Adolescent: Male: Female:
 - (d) All other types of workers (including Contract Labour):
10. Date of its functioning:

.....
(Signature of Occupier)

.....
(Signature of Manager)

Date and Dispatch No.....

FORM-D
[see rule 5(2)]

Register of Factories

1. Name of the Inspector:
2. Area:

Sr. No.	Name of Factory with location	Postal Address	Nature of Manufacturing Process / work	Name of occupier	No. of Workers at the time of Inspection	Status (Seasonal or Perennial registration, No.)	Date of Registration	Date of	Remarks	
1	2	3	4	5	6	7	8	9	10	11

FORM-E
[see rule 10]

Inspection Book

Sr. No.	Name and address of factory	Date of Inspection	Irregularities noticed			Remarks	Signature of Inspecting officer
			Irregularity	Law	Relevant Provision		
1	2	3	4	5	6	7	8

FORM-F
[see rule 12(1)]

Certificate of Age

Counter Foil	Foil
Serial No	Serial No
Date:	Date
Name:	It is hereby certified that I have personally examined (name) s/d/o (father's name), residing at who is desirous of being employed in a factory, and that his / her age, as nearly as can be ascertained from examination, is years, and that he / she is fit for employment as an adolescent / adult in a factory. His/her descriptive marks are
Father's Name:	
Sex and caste or religion	
Residence:	
Age certified:	
Physical fitness:	
Distinctive marks:	

Thumb impression of the person
examined

Thumb impression of the person
examined

Signature Examining Surgeon

Signature Examining Surgeon

(Countersigned)
Certifying Surgeon

(Countersigned)
Certifying Surgeon

FORM-G
[see rule 18]

Register of Lime-Washing, Painting or Varnishing

1. Name of the Factory:
2. Address:
3. Name of the Occupier:
4. Name of the Manager:

Department	Detail of Rooms and Parts, Lime-washed, painted or varnished	Treatment carried out (lime-washed, painted or varnished)	Date on which treatment carried out	Signature of Occupier or Manager
1	2	3	4	5

FORM-H
[see rule 29]

Humidity Register

1. Name of the Factory:
2. Month:, Year:
3. Department:
4. Number of operatives employed in Department:
5. Number of Hygrometers:
6. Hygrometer position:

Date	1 st Reading			2 nd Reading			3 rd Reading			Average			Wet Kata-Readings			Average
	Dry Bulb	Wet Bulb	Relative Humidity	Dry Bulb	Wet Bulb	Relative Humidity	Dry Bulb	Wet Bulb	Relative Humidity	Dry Bulb	Wet Bulb	Relative Humidity	1 st Reading	2 nd Reading	3 rd Reading	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17

Monthly Average:

I certify that the above hygrometrical and Wet Kata readings recorded during the month of20... are correct.

(Signature of Controller)

FORM-I
[see rule 39)

Particulars of Rooms

1. Name of the Factory:
2. Address:

Sr. No.	Particular of Room	Dimension of Room in feet			Total floor area in sqft	Floor area occupied by machinery in the room	Breathing space (in cubic feet)	Maximum number of persons, who may be employed in the room	Signature of Occupier / Manager
		Length	Width	Height					
1	2	3	4	5	6	7	8	9	10

FORM-J
[see rule 48(1)]

Hygiene Card

1. Card No:
2. Name of worker:
3. Father's name:
4. Department:
5. Designation:
6. Ticket number:

Date of examination	Whether free from any contagious disease or not	Brief description of disease in case, it is detected	Thumb-impresion or signature of worker	Signature of doctor
1	2	3	4	5

FORM-L
[see rule 84(4)]

Pressure Vessels Testing Register

1. Name of the Factory:
2. Address:
3. Name of the Occupier:
4. Detail of Pressure Vessels, equipment including Boiler installed: -
 - i. Description:, Allowable Pressure:
 - ii. Description:, Allowable Pressure:
 - iii. Description:, Allowable Pressure:
 - iv. Description:, Allowable Pressure:

Sr. No.	Description of Equipment	Allowable Pressure	Date of Installation	Average Pressure Observed	Date of Inspection	Name and Designation of Inspecting Authority	Condition			Remarks / Directions	Signature of Inspecting Authority
							Good	Fair	Defective		
1	2	3	4	5	6	7	8	9	10	11	12

FORM-K

[see rules 4(1)(e) and 89(1)]

Certificate of Stability of Building

1. Name of the Factory:
2. Location:
3. Postal Address:
4. Name of the Owner of building:
5. Name of occupier, company or firm by whom it is operated:
.....
6. Nature of work to be carried on:
7. Approximate area of the factory building:
8. Approximate area of the premises:
9. No. of floors on which workers will be employed:
10. Detail of Accommodation on each floor:
11. Details and strength of materials used:
12. Details of iron work with measurement of spans and loads carried by stanchion and pillars:

Certified that the undersigned has carried out a detailed survey of the building and materials referred to above and is satisfied that the margin of safety is in accordance with the recognized standards required by the Architects and Builders Association and further that the erection has been carried out in such a way as to give the building reasonable stability and to provide the maximum safety in working the machines housed in the buildings while they are in motion.

*(Name, Designation and signature of
the Engineer) with PEC Registration
No.*

Seal

FORM-M
[see rule 89(2)]

Certificate of Stability of Machinery and Installations

1. Name of the Factory:
2. Location:
3. Postal Address:
4. Name of occupier, company or firm by whom it is operated:
.....
5. Nature of work to be carried on:
6. Approximate area of the factory building:
7. Approximate area of the premises:
8. No. of floors on which workers will be employed:
9. Detail of machinery, metallic structure, equipment etc. including pressure equipment on each floor:
10. Details and strength of materials used:

Certified that the undersigned has carried out a detailed survey of the machinery, metallic structure and equipment installed in the factory referred to above and is satisfied that the margin of safety with regard to the erection and installation and operation of all equipment and metallic structure is in accordance with the recognized standards and further that the erection has been carried out in such a way as to give the building and the whole structure reasonable stability and to provide the maximum safety, while the machines are in working.

*(Name, Designation and signature of
the Engineer) with PEC Registration
No.*

Seal

FORM-N
[see rules 94 and 95]

**Notice of Accident
(First Accident Report)**

1. Name of the Factory:
2. Address with Phone No. :
3. Name and address of occupier with Phone No. :
4. Nature of Process / work:
5. Particulars of the injured person / persons:

Sr. No.	Name of Injured Person	Designation	Department / Section	Age	Sex	Address	Nature of Injuries
1	2	3	4	5	6	7	8

6. Date and time of accident:
7. Department / Section where accident occurred:
8. Brief description of Cause of accident:
9. Names and addresses of witnesses to the accident:
 - i. :
 - ii:
10. Name and address of the medical office under whose treatment the injured person(s) have been placed:
11. Date and time of dispatch of report

(Signature of Occupier / Manager)

FORM-O
[see rule 96]

Notice of Accident
(Final Accident Report)

1. Name of the Factory:
2. Address with Phone No. :
3. Name and address of occupier with Phone No. :
4. Nature of Process / work:
5. Particulars of the victim / victims:

Sr.No.	Name of Victim	Designation	Department / Section	Age	Sex	Address	Nature of Injuries		Description and Nature of Disability		
							Fatal (Death)	Non-Fatal	Permanent total	Permanent Partial	Temporary
1	2	3	4	5	6	7	8	9	10	11	12

6. Date and time of accident:
7. Department / Section where accident occurred:
8. Brief description of Cause of accident:
9. Names and addresses of witnesses to the accident:
 - i. :
 - ii:
10. Name and address of the medical office under whose treatment the injured person(s) have been placed:
11. Date and time of dispatch of report:

(Signature of Occupier / Manager)

Remarks of Chief Inspector:

FORM-P
[see rule 109(1)]

Certificate of Fitness

(In respect of person employed in hazardous operations specified in the Schedule)

Serial No:

Date:

It is hereby certified that I have personally examined
(name)son residing at
....., who is desirous of being employed
for more than fifteen days in a year as (designation) in
the..... (name of the factory). Further
certified that his age as nearly as can be ascertained from my examination is
years and that he is in my opinion fit for employment at work involving operations
specified in the Schedule until as an adult worker. His
descriptive marks are

Left thumb-impression of person examined.

(Certifying Surgeon)

FORM-Q
[see rule 109(3)]

Record of Medical Examinations

(In respect of person employed in hazardous operations specified in the Schedule)

Particulars of Factory

1. Name of the Factory:
2. Address:
3. Name and address of occupier:
4. Nature of Process / work:

Particulars of Worker

1. Name of the Worker:
2. Designation:
3. Department / Section:
4. Nature of Operation:
5. Date of Appointment:
6. Sr. No. of Medical Certificate:
7. Date of Issue:
8. Date of Re-examination:
9. Remarks by Certifying Surgeon:

Left thumb-impression of person examined.

(Certifying Surgeon)

FORM-R
[see rule 118(1)]

Register of Workers Exempted from the Provision of Section 54

Sr. No.	Name	Ticket No.	Shift in Relay System	Number and date of exempting order	Year	Weekly rest days lost during the exempting order in				Date of Compensatory Holidays Given				Lost rest days carried to the next year	Remarks
						January to March	April to June	July to September	October to December	January to March	April to June	July to September	October to December		
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16

FORM-S
[see rule 118(1)]

Compensatory Holidays— Annual Returns

(For the Year / Season Ending 31stDecember, 20.....)

1. Name of Factory:
2. Address:
3. Name of Occupier:
4. Name of Manager:
5. Nature of Process / Work:
6. Nature of Industry:
7. Number of workers exempted from section 54 of the Khyber Pakhtunkhwa Factories Act, 2013.

Month	No. of Workers exempted	
	Male	Female
January		
February		
March		
April		
May		
June		
July		
August		
September		
October		
November		
December		

(Signature of Factory Manager)

Dated:

FORM-T

[see rule 119(1)(a)and (c)]

Notice of Periods for Work Adults

1. Name of the Factory:
2. Address:
3. Name of the Occupier:
4. Name of the Manager:
5. Hours of Work:
 - i. Hour of starting work: From: To:
 - ii. Hour of closing work: From: To:
 - iii. Period of rest interval: From: To:
6. Weekly holidays given on:

(Signature of Factory Manager)

Date:

FORM-U

[(see rule 119(1)(b) and (c)]

Notice of Periods for Work for Adults

1. Name of the Factory:
2. Address:
3. Name of the Occupier:
4. Name of the Manager:
5. Half-holiday given on:
6. Hours of Work:
 - (a) On Ordinary Working Days
 - i. Hour of starting work: From: To:
 - ii. Hour of closing work: From: To:
 - iii. Period of rest interval: From: To:
 - (b) On Half-holiday
 - i. Hour of starting work: From: To:
 - ii. Hour of closing work: From: To:
 - iii. Period of rest interval: From: To:
7. Weekly holidays given on:

(Signature of Factory Manager)

Date:

FORM-V

[(see rule 119(1)(d) and (e)]

Notice of Periods for Persons working by Shifts

1. Name of the Factory:
2. Address:
3. Name of the Occupier:
4. Name of the Manager:
5. Half-holiday given on:
6. Hours of Work:

Sr. No	Shift	Timings		
		Beginning at	Ends at	Interval
1	2	3	4	5

(Signature of Factory Manager)

Date:

FORM-W

[see rule 120(1)]

Register of Adult Workers for the Year 20.....

1. Name of the Factory:
2. Address:
3. Name of the Occupier:
4. Name of the Manager:
5. Month:
6. Working Hours: From: To:
 - i. 1st Period: From: To:
 - ii. Rest Interval: From: To:
 - iii. 2nd Period: From: To:

Sr. No.	Name	Father's Name	Designation	Address	Age	Date of Appointment	Nature of Work	Attendance on all the days of month indicating 1 st and 2 nd period on each day
1	2	3	4	5	6	7	8	9

FORM-X
[see rule 127(b)]

Register of Adult Workers Employed in Tea Factories

1. Name of the Factory:
2. Month:, Week Ending:

Sr. No.	Name	Nature of work	Group No.	Period of Work	Sunday		Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Record of Transfer from one group to another	Remarks
					In	Out	In	Out	In	Out	In	Out	In	Out	In	Out	In	Out		
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
			1 st																	
			2 nd																	
			3 rd																	
			4 th																	

FORM-Y
(see rule 131)

Record of Exemptions

Sr. No.	Section or Rule from which exemption granted	Subject dealt with	Exemptions		Date and No. of Order granting exemptions	Signature of Occupier or Manager
			Extent	Reasons		
1	2	3	4	5	6	7

FORM-Z

[(see rules 133(1)(d) and 134)]

Overtime Muster - Roll for Persons on Exempted Work

Month Ending:

Name of the Worker	Ticket No.	Department	Date on Which overtime has been taken	Extent of overtime on each occasion	Total overtime worked	Normal hours	Normal rate of hours	Normal earnings	Overtime earnings	Total earnings
1	2	3	4	5	6	7	8	9	10	11

FORM-AA

[(see rules 136(1) and 137)]

Register of Holidays with Pay

Part-I – Adults

Part-II – Adolescents

Name of the Factory:

Department:

Sr. No.	Name of the Worker	Father's Name	Date of Appointment	Ticket No.	Interruptions				Others	Holiday w.c.f.	Whether holiday not desired during the next 12 months	Date from which the worker allowed leave	Remunerations paid		Name of the Nominee, if any	Discharged worker		Dates on which the worker has been allowed	Remarks
					Sickness and Accident	Authorized leave	Lock out and legal strikes	Involuntary unemployment					1 st Moiety	2 nd Moiety		Date of Discharge	Date of amount of payment in lieu of holidays		
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20

FORM-BB
 [(see rule 136(1))]

Holidays with Pay – Annual Return

Return for the Year Ending 31st December, 20.....

1. Name of the Factory:
2. Address:
3. Name of the Occupier:
4. Name of the Manager:
5. Nature of Manufacturing Process:
6. Relevant Industry:
7. Total No. of workers employed during the year:

 - i. Male Adult:
 - ii. Female Adult:
 - iii. Adolescent:

Sr. No.	No. of workers who completed 12 months continuous service during the year			No. of workers, who were granted holidays during the year			No. of workers, who gave notice not to avail holidays during the year in which holidays accrued		
	Male Adult	Female Adult	Adolescent	Male Adult	Female Adult	Adolescent	Male Adult	Female Adult	Adolescent
1	2	3	4	5	6	7	8	9	10

FORM-CC
[(see rule 149(1))]

Notice of Engagement on Work

To

The Inspector of the area

.....

1. Name of the Factory:
2. Location and Address:
3. Name of the Occupier:
4. Name of the Factory Manager:
5. The nature of Occupation, or process carried on:
.....
6. No. of Adolescents:.....
7. Date of engagement on work:

Dated:

(Signature of the Occupier)

Copy to:

The Chief Inspector

FORM-DD
[see rule 149(2)]

Notice of Period of Work

To

The Inspector of the area

.....

1. Name of the Factory:
2. Location and Address:
3. Name of the Occupier:
4. Name of the Factory Manager:
5. The nature of Occupation, or process carried on:
.....
6. No. of Adolescents:.....
7. Date of engagement on work:
8. Working Hours: From To
 - i. First Period: From To
 - ii. Rest Interval: From To
 - iii. Second Period: From To
9. Weekly holiday given on

Dated:

(Signature of the Occupier)

Copy to:

The Chief Inspector

FORM-EE

[see rule 150(2)]

Certificate of Fitness and Age

Serial No.....

Dated:

Particulars of Adolescent

1. Name:
2. Father's Name:
3. Sex:
4. Residence:

It is hereby certified that I have personally examined the
(name) s/d/o (father's name), who is employed or intends to work
in the (name of the factory). His / her age as merely as
can be ascertained from my examination is years and that he / she
is fit for employment as adolescent in the factory, where he is employed or intends
to work.

His / Her Distinctive marks are: and his signature /
thumb impression is given below: -

Thumb Impression and Signature
Adolescent

Signature
(Examining Surgeon)

**Countersignature
(Certifying Surgeon)**

FORM-FF
[see rule 151(1)]

Register of Adolescent Workers

1. Name of the Factory:
2. Address:
3. Name of the Occupier:
4. Date of Employment:
5. Working Hours: From To
 - i. First Period: From To
 - ii. Rest Interval: From To
 - iii. Second Period: From To
6. Weekly Holiday given on:

For the Month of:

Sr. No	Name	Father's Name	Date of Birth	Category	Nature of work	Section / Department / Workshop
1	2	3	4	6	7	8

FORM-GG
[see rule 154(1)]

Annual Returns

1. Name of the factory:
2. Address:
3. Return of the year ending 31st December, 20.....
4. In case of Seasonal factory, return for the season ending:
5. Name of the Occupier:
6. Nature of Manufacturing Process:
7. Relevant Industry:
8. Average number of workers employed:

Adult Workers		Adolescent	
Male	Female	Male	Female

9. Normal hours worked per week:
10. Number of days worked in the year:
11. What rest intervals were given to adults:
12. What rest intervals were given to Adolescents:
13. Were week days sometimes substituted for Sundays as Weekly Holidays? Yes / No
14. Were the majority of workers exempted:
 - i. for the provisions of Section53? Yes / No
 - ii. for the provisions of Section54? Yes / No
 - iii. for the provisions of Section56? Yes / No
 - iv. for the provisions of Section57? Yes / No
 - v. for the provisions of Section58? Yes / No
15. Was the factory exempted under the second proviso to section 61(I)? Yes / No
16. Was the factory exempted under section 65(2)? Yes / No

(Signatures of Manager)

Dated:

APPENDIX-I

[see rule 115(1)]

First Aid Box

1. The First Aid Box or the first aid cupboard shall contain the following appliances / items of quantity according to the number of workers employed in a factory mentioned against each: -

Sr. No.	Item / Appliances	Quantity		
		Factory Employing 10 to 20 workers	Factory Employing 21 to 50 workers	Factory Employing 51 and above
1.	Small sterilized dressings	1 dozen	2 dozen	4 dozen
2.	Medium size sterilized dressings	1 dozen	2 dozen	4 dozen
3.	Large size sterilized dressings	1 dozen	2 dozen	4 dozen
4.	Two percent alcoholic solution of iodine	2 Bottles	4 Bottles	8 Bottles
5.	Sal-volatile having the dose and mode of administration indicated on the label	2 Bottles	4 Bottles	8 Bottles
6.	Eye drops	02	04	08
7.	Splints and cotton wool or other material for paddings	Two rolls each	Four rolls each	Eight rolls each
8.	Adhesive plaster	2 Packets	4 Packets	8 Packets
9.	Tourniquets	03	05	08
10.	Roller bandages	2 Roller	4 Roller	8 Roller
11.	Triangular bandages	2 Roller	4 Roller	8 Roller
12.	Safety pins	2 dozens	4 dozens	8 dozens

2. Each first-aid box or cupboard shall be distinctively marked with the words "First-Aid".
3. For factories in which owing to the nature of the manufacturing process additional materials or appliances are necessary for the treatment of injuries such additional materials or appliances (including a stretcher) shall be maintained as the Inspector may by written order require.

4. All materials for dressing contained in first-aid boxes or cupboard shall be of a grade and quality not lower than standard of Pharmaceutical Code prescribed by the competent authority.
5. Notices in Urdu shall be affixed and maintained in every work room, stating the nearest first-aid box or cupboard in respect of that room, also warning workers of the dangers of neglecting even small injuries and urging them to obtain proper treatment.
6. Printed Instructions in Urdu and in vernacular language for treatment of different types of injuries as per Appendix-II shall be displayed.

APPENDIX-II
[see rule 115(2)]

1. Treat every scratch or slight wound immediately.
2. Apply iodine solution over the broken surface once and allow to dry.
3. Do not attempt to wash the wound.
4. Apply a sterilized dressing. A bandage can be applied over this dressing, if necessary. Do not touch the part of the sterilized dressing which is put next to the wound.
5. Iodine sterilizes the wound and makes any dirt harmless.
6. Hands are never free from germs, and should never touch the wound or the part of the dressing to be applied to the wound.

A BURN OR A SCALD

7. Cover the injured part with a dry Sterilized Burn Dressing.

ACID BURNS

8. Ointment or oil, such as Carron oil, should not be used for a first-aid dressing. Carron oil is not sterile. Its use may also interfere with any subsequent treatment by a doctor or in the ambulance room.
9. Do not pick a blister, except under medical advice, it is not part of the First - Aid Treatment.
10. Flood the burn with cold water.
11. Sprinkle the burnt area (after flooding) with powder bicarbonate of soda.
12. Apply a "Sterilized Dressing" of suitable size.
13. Iodine should never be used for burns or dermatitis.

EYE INJURIES

14. Prevention is better than cure and therefore, if your work entails danger to the eyes, wear goggles, goggles have saved hundreds of eyes, thousands have been lost for want of them.

A FOREIGN BODY IN THE EYE

15. Apply two or three eye drops to the affected eye-ball. Cover with an eye shade and go to a doctor at once.
16. Do not try to remove any particle which cannot be brushed away.

Note.---The treatment recommended should be carried out immediately. Longer the delay, greater the risk of blood poisoning. It is First-Aid treatment and is not intended to replace any subsequent treatment which may be necessary by a doctor or in the ambulance room.

APPENDIX-III

(see rule 153)

Abstract of the Khyber Pakhtunkhwa Factories Act, 2013 and Rules made there-under

Definitions

1. **"Adolescent"** means a person who has completed his fourteenth, but has not completed his eighteenth year of age.
2. **"Adult"** means a person, who has completed his eighteenth year of age.
3. **"Child"** means a person, who has not completed his fourteenth year of age.
4. **"Day"** means a period of twenty-four hours beginning at midnight.
5. **"Occupier"** means the person who has ultimate control over the affairs of the factory.
6. **"Week"** means a period of seven days beginning at midnight on Monday night.
7. **"Worker"** means a person employed, directly or, through an agency or contractor or sub-contractor or middleman or agent, whether for wages or not in any manufacturing process, or in cleaning any part of the machinery or premises used for a manufacturing process, or in any other kind of work whatsoever, incidental to or connected with the subject of the manufacturing process, but does not include any person solely employed in a clerical capacity in any room or place where no manufacturing process is being carried on.

Powers of Inspector

8. An Inspector may, together with such assistants if any, as he may think fit to bring, enter any place within the area for which he is appointed, which is or which he has reason to believe to be used as a factory, and there make such examination of the premises, works, machinery, and plant and of all registers or other prescribed records as may be necessary for the purpose of the Act, and he may take on the spot or otherwise such evidence of any person as he may think necessary to examine. He may also exercise such other powers as may be necessary for carrying out the purposes of this Act.

Hours and Conditions of Employment

(Subject to any Exception or Exemption Permitted under the Act or the Rules thereunder)

9. **Non-Seasonal factories.**---No adult worker shall be employed in a non-seasonal factory for more than nine hours in any one day or for more than forty-eight hours in any one week:
Provided that in factories working continuously (day and night) for technical reasons the average weekly working hours of an adult worker in any period of three weeks shall not exceed fifty-six hours.
10. **Seasonal factories.**--- No person shall be allowed to work in any seasonal factory for more than ten hours in any day or for more than fifty hours in any week:
Provided that no woman shall be allowed to work for more than nine hours in any day.
11. **Rest intervals.**--- No person shall be employed in any factory for more than six hours at a stretch without having had a rest interval of at least one hour.
12. **Spread over.**--- The hours of work for adult workers shall be so arranged that along with the interval for rest, they shall not spread over more than ten and-a-half hours or where the factory is a seasonal one for more than eleven and half hours in any one day.
13. **Weekly holiday.**--- No person shall be employed on a Sunday, unless,-
- (a) he has had or will have a holiday for a whole day on one of the three days immediately before or after that Sunday; and
 - (b) the manager of the factory has before the Sunday, or the substituted day, whichever is earlier:-
 - (i) delivered a notice to the Inspector of his intention to employ the worker on Sunday and of the day which is to be substituted therefore, and
 - (ii) Displayed a notice to that effect in the factory:

Provided that no substitution shall be made which will result in any worker, working for more than ten days consecutively without a holiday for a whole day.

14. **For adolescents and children.**---(1) No child shall be allowed to work in any factory.

(2) No adolescent shall be employed in any factory unless he is in possession of a certificate of age and fitness from the certifying surgeon.

(3) No adolescent shall be employed in any processes declared as hazardous operations in the Schedule annexed to the rules.

(4) No adolescent worker shall be employed for more than five hours in any one day and the hours of work shall be so arranged that they shall not be spread over more than seven and-a-half hours in any one day.

15. For workers, adolescents and children.---(1) No woman shall be employed in any factory before 6:00am or after 7.00 p.m.

(2) No woman shall be employed in any processes declared as hazardous operations in the Schedule annexed to the rules.

(3) No adult worker shall be allowed to work in any factory on the day on which he has already been working in any other factory, save in circumstances as may be prescribed.

16. (1) The hours of work of all persons employed in a factory shall be fixed beforehand and no person shall be employed except during such hours.

(2) Any change in the hours of work shall be notified to the Inspector before the change is actually made and except with the previous sanction of the Inspector, or such change shall be made until one week has elapsed since the last change.

17. If a child over the age of six years is found inside any room or part of a factory in which children are employed and in which any manufacturing process or work incidental to any manufacturing process is being carried on, he shall, until the contrary is proved, be deemed to be employed in a factory.

SANITARY CONDITIONS

18. Lime-washing.---In every factory the inside surface of all walls of the rooms in which persons are employed, and all ceilings or tops of such rooms (whether such walls, ceilings or tops be plastered or not) and all passages and staircases shall be completely lime-washed at least once every year:

Provided that the provisions of this paragraph shall not apply to--

- (a) walls or tops of rooms which are made of galvanized iron tiles, glazed bricks, marble, granite, glass or other impervious material.
- (b) walls in oil mills below the height of five feet from the ground;
- (c) any other factory or parts thereof in which lime-washing or painting is in the opinion of the Chief Inspector not necessary for satisfying the requirements of Section 14 of the Act with regard to cleanliness.

20. Cleanliness.---Every factory shall be kept clean free from effluvia arising from any rain, privy or other nuisance. All refuse likely to be injurious to health shall be removed with as little delay as possible.

21. Drainage.--- All drains carrying waste or sullage water shall be constructed in masonry or other impermeable material and shall be regularly flushed and, where possible, connected with some recognized drainage line.

22. First-aid appliance.--- In every factory, there shall be maintained in a readily accessible place first-aid appliance approved by the Inspector. The appliance shall be kept in good order and they shall be placed under the charge of a responsible person who understands how to use them and who shall be readily available during working hours.

23. Ventilation.--- Every factory shall be ventilated in such a manner as to render harmless, as far as practicable, any gases, vapours, dust or other impurities generated in the course of work carried on therein that may be injurious to health.

24. Lighting.--- Every factory shall be sufficiently lighted during all working hours.

25. Overcrowding.--- A factory shall not be overcrowded while work is carried on therein as to be dangerous or injurious to health of the persons employed therein.

26. Drinking water.--- In every factory there shall be maintained a sufficient and suitable supply of water fit for drinking for the use of the persons employed in the factory. A tap or taps connected with any public water works from which a sufficient quantity of water can at all times be drawn as required, shall be deemed a sufficient supply. Wells or tanks shall be protected from pollution or contamination by organic matters or other impurities, and shall not be constructed within fifty feet of latrines or drains.

27. Washing facilities.---In every factory in which any process involving contact by the worker with injurious, poisonous or any other obnoxious substances is carried on, there shall be provided a sufficient supply of water and soap for the use of workers.

28. Latrines and urinals.--- There shall be provided within the precincts of every factory latrines and urinals in an accessible place detached from the other factory buildings, and accommodation therein shall be not less than the prescribed scale.

29. If females are employed, separate latrines screened from those for males and marked in the vernacular in conspicuous letters "For women only" shall be provided on the scale given above. Those for males shall be marked similarly "For men only".

SAFETY OF EMPLOYEES

30. Precaution against fire.---All factories of more than one storey shall be provided with two sets of stairs or steps one of which shall be on the outside of the building. The doors and windows leading to the external staircase shall be so constructed as to be easily opened from the inside.

31. No woman or adolescent shall be allowed to clean or oil any parts of the mill gearing or machinery of a factory while the same is in motion.

32. Any machinery or part thereof which is required to be protected by fence or guard shall be stopped before the fence or guard is removed, except where the machinery is under repair, or is under examination in connection with repair or is necessarily exposed for the purpose of cleaning or lubricating or for altering the gearing or arrangements of the parts of the machinery.

33. Lubrication of bearing or gear wheels or replacing or adjusting of belt shall be done only by experienced and specially trained persons.

34. No person engaged in oiling or adjusting belts or in any work whatsoever within reach of unfenced transmission machinery shall be allowed to work while wearing loosely fitted clothes.

Explanation.---All garments other than those specified below shall be considered loosely fitting for the purpose of this rule:--

- (a) Boiler suit;
- (b) Shorts
- (c) Tightly fitting shirts worn inside the shorts
- (d) Loin cloth
- (e) Vest (Banyan)
- (f) Sweater
- (g) Cap
- (h) Turban without hanging ends.

35. (1) Safe and convenient access shall be provided to all bearings and service platforms or gangways shall be provided for overhead shifting.

(2) Every shafting shall be provided with hooks or other non-skid device.

ACCIDENTS

36. Report of accidents.-- Notice of accidents, resulting in death or causing such severe injury that there is no reasonable hope that the injured person will be able to return to work within twenty-four hours of the occurrence to

- a) the Chief Inspector, the Inspector for the area; and
- b) by registered post within twenty-four hours of the occurrence to the Commissioner appointed under the Khyber Pakhtunkhwa Worker's Compensation Act, 2013.

37. In case of any accident resulting in death, notice shall also be sent within twenty-four hours and by similar agency to the Officer-in-charge of the police-station for the area in which the factory is situated.

38. Notice of accidents of a minor character but which nevertheless prevent the injured persons from returning to work within forty-eight hours of the occurrence shall be given within twenty-four hours of the expiry of that time to both the Inspector and the Chief Inspector.

39. When an accident which has been reported to the Inspector as "Slight" is afterwards known to be "Serious" or "Fatal", the Manager shall make the necessary correction in a supplementary report which shall be sent forthwith to the authorities mentioned in paragraphs 36 and 37 above.

40. **Collapse of building and accidents to plant or machinery.--** When in any factory there occurs any explosion, fire, collapse of building or serious defects in the machinery or plants which might have caused or might cause injury to persons, such occurrence shall be reported by the Manager within four hours of its occurrence to the authorities mentioned in paragraph 36(a).

FENCING AND GUARDING OF MACHINERY

41. (1) All fly-wheels, lifts and hoists shall be fenced.

(2) All shafts, couplings, pulley, straps, ropes and other transmission machinery shall be kept securely fenced.

(3) All important pulleys shall be provided with belt hangers or perches.

(4) Suitable striking gear shall be provided and used to move driving belt on all fast and loose pulleys.

42. All emery wheels and tools grinding machines shall be fitted with strong iron hood guards and shall also have a plate glass shield so fitted as to prevent flying particles from entering into the Operator's eyes.

43. All hoist gates shall be self-locking and only capable of being opened when the cage is opposite the floor.

44. All circular saws of more than six inches in diameter shall be provided with a strong metal hood guard with a riving knife at the back of the saw. The saw under the table shall also be completely guarded.

45. All band saws shall be fitted with expanding metal cage guards enclosing the upper half of the machine. The saw under the table shall also be completely guarded.

46. All elevator passage ways and hoists ways shall be fenced.

47. In every factory, all electrical circuits or parts of such circuits or any objects electrically connected with them, whether commonly or occasionally in an electrified condition which by reason of their position could cause injury to the person shall be protected adequately to the satisfaction of the Inspector, either by non-metallic fencing or insulation or by both, in a manner as to remove danger of injury.

48. Open tanks and vessels containing chemicals or substances dangerous to life and all pits, tanks, gutters and excavations eighteen inches or more in depth shall be securely fenced.

Special Provisions for Guarding of Machinery in Cotton Ginning Factories

49. The line shaft or second motion in cotton ginning factories shall be completely enclosed by a continuous wall or un-climbable fencing with only so many openings as are necessary for access to the shaft for cleaning, oiling or adjusting of belts and such openings shall be provided with gates and doors which shall be kept closed and locked.

50. The main line shaft alley shall be sufficiently lighted at all times for a workman to carry on his duties inside it without the aid of a lantern.

51. The toothed rollers of the opener shall be guarded by securely fixing across the machines not more than eight inches above the lattice, a stout metal guard not less than eighteen inches in width so arranged that in no circumstances can a man's hand get into rollers.

52. The spur gearing at the side of the opener shall be completely covered by a strong metal guard.

53. The crank shaft pulleys and roller pulleys of all gins shall be securely guarded by strong box guards and hinged top covers.

54. The cover to the blades of all saw gain machinery shall be fitted with an automatic locking device so arranged as to make it impossible for the saws to be exposed whilst the machine is in motion.

Special Provisions for guarding of Machinery in Textile Factories

55. (1) Beater covers of blowing room machinery and the door immediately above the dirt grid shall be fitted with an automatic locking arrangement which shall render it impossible to open the cover of the grid doors while the beater is still running or to restart the machinery, until the doors have been closed.

(2) The nip between the cage wheels and calender wheel shall be efficiently protected on all machines preferably by "spectacle" guards, extending round the outer edge of both wheels.

56. (1) All feed rollers wheels, doffer and barrow wheels, side shaft wheels, calender wheels and collar wheels of carding machinery shall be efficiently fenced.

(2) All cylinder doors of carding machines shall be fitted with a safety automatic locking device such as to prevent the door from being opened until the cylinder has ceased to revolve and to render it impossible or restart the machines until the door has again been closed.

57. Headstocks of speed frames shall be fitted with an automatic locking in arrangement which shall prevent the door being opened while the machinery is in motion and shall render it impossible to restart the machine until the doors have been closed.

58. All quadrant pinions of self-acting mules shall be securely fenced.

59. (1) The other ends of the ring frames shall be fitted in with metal plates.

(2) Guards made of strong rigid bars placed so that the vertical gap between them is not more than six inches shall be permanently and securely fixed along with whole length of each ring frame and such guards shall not be removable without the use of tools.

REGISTER OF WORKERS

60. **Register of Workers.**--In every factory, there shall be maintained a register in the prescribed form of all persons employed therein. This register shall be kept up-to-date by marking the attendance of each worker within half an hour of the commencement of each period of work.

NOTICE OF PERIODS FOR WORK

61. **Notice of Periods for work.**--A notice of periods for work of all persons employed shall be maintained up-to-date and affixed at a conspicuous place near the main entrance of every factory.

COMPENSATORY HOLIDAYS

62. At the place at which the notice for periods of work is displayed, the Manager shall display on or before the end of the month, a list of persons entitled to compensatory holidays in the following months specifying the dates on which the holidays fall due.

63. In every factory, there shall be maintained a register in the prescribed form in respect of Compensatory Holidays.

HOLIDAYS WITH PAY

64. A notice giving full details of the system prevailing in the factory for Holidays with pay shall be displayed at the main entrance of the factory.

65. In every factory there shall be maintained a register of holidays with pay in the prescribed form and each worker shall be provided with a Holiday Book in the form prescribed.

SCHEDULE

(see rule 105)

Hazardous Operations

1. Work at furnace where reduction or treatment of zinc or lead ores is carried on.
2. The manipulation, treatment, or reduction of ashes containing lead, the desilvering of lead or the refining of dross containing lead.
3. The manufacture of alloys containing more than ten per cent of lead.
4. The manufacture of any oxide, carbonate, sulphate, chromate, acetate, nitrate, or silicate of lead.
5. Handling or mixing of lead tetra ethyl.
6. Mixing or pasting in connection with the manufacture or repair of electric accumulators.
7. The manufacture, assembly and repair of lead storage batteries.
8. The cleaning of work-rooms where any of the processes aforesaid are carried on.
9. Every other manufacturing operation involving the use of any lead compound or the cleaning of work-rooms where any such operation is carried on.
10. Crushing, grinding, processing, packing and storage of silicon material.
11. Crushing, grinding, processing and packing of quartz stone.
12. Work at furnace where quartz material is used as a lining material for recycling iron or steel.
13. Any process pertaining to ceramics industry using silica material.
14. Handling, transportation and use of silicon or silica material as an additive in any manufacturing process.
15. Drilling, mining, crushing, handling and transportation of stones containing silica contents.
16. The manipulation treatment, or reduction of ashes containing silica.
17. Mixing of silica with ortho-boric acid, tetra ortho-boric acid or any other compound.

18. The cleaning of work-rooms where any of the processes aforesaid are carried on.
19. Every other manufacturing operation involving the use of any silicon or silica compound or the cleaning of work-rooms where any such operation is carried on.
20. The manufacture or recovery of Carbonates, chromates, chlorates, oxides or hydroxides of potassium, sodium, iron, aluminium, cobalt, nickel, arsenic, antimony, zinc or magnesium.
21. The manufacture or recovery of Ammonia and the hydroxide and salts of ammonium.
22. The manufacture or recovery of Sulphurous, sulphuric, nitric, hydrochloric, hydrofluoric, hydriodic, hydrosulphuric, boric, phosphoric, arsenious, arsenic, lactic, acetic, oxalic, tartaric or citric acids their metallic or organic salts.
23. The manufacture or recovery of Cyanogen compounds.
24. A wet process when carried on for the extraction of metal from ore or from any by product or residual material.
25. A wet process in which electrical energy is used in any process of chemical manufacture.
26. The manufacture or production or use of carbon disulphide or the production or use of hydrogen sulphide.
27. The manufacture of bleaching powder or the production or use of chlorine gas in any process of chemical manufacture.
28. The distillation or use of gas tar or any product or residue of such tars, in any process of chemical manufacture.
29. The utilization of nitric acid in the manufacture of nitro compounds.
30. The manufacture of explosives with the use of nitro compounds.
31. Melting and blowing glass and mixing grinding and sieving glass making material.
32. Vitreous enameling.
33. Handling wool, hair, bristles, hides and skins.
34. Mixing, grinding and sieving ceramic materials in the dry state.
35. Grinding materials for the manufacture of portland cement and burning and grinding cement clinker in portland cement factories.

36. Mixing and handling yellow orpiment.
37. Handling of fertilizer (Ammonium Sulphate).
38. Any process involving inhalation of tobacco dust in cigarettes manufacturing factories and re-drying plants.
39. The manufacturing of aerated waters and process incidental thereto.
40. The operation of spreading a solution of rubber in an inflammable solvent on cloth and its subsequent drying by the aid of machinery.
41. The preparation and drying of patent shoes.
42. The operation of mixing rubber between rolls.
43. The preparation of a solution of rubber in an inflammable solvent with the aid of machinery.
44. Operations involving the use of soluble chromium compound.
45. The Spraying of Cellulose ester paint or lacquer.
46. Sand Blasting.
47. Manufacturing or recovery of the Bichromates of Sodium or of Potassium.
48. Generating petrol gas from petrol.
49. Any other process which the Chief Inspector may by order in writing specify in this behalf.

Sd/-xxx-
SECRETARY TO GOVT. OF KHYBER PAKHTUNKHWA
LABOUR DEPARTMENT