



# THE RANK ORGANISATION

RANK MITCHELDEAN PLANT

THE FOREST OF DEAN  
NEWSPAPERS LTD

## WORKS RULES

If found return to

No. ....

**THE RANK ORGANISATION**  
**RANK MITCHELDEAN PLANT**

**WORKS RULES**

THE BANK ORGANIZATION  
BANK MICHIGAN PLANT

WORKS RULES

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This short introduction is to welcome you as a new employee to THE RANK ORGANISATION, Mitcheldean Plant. This booklet has been designed to acquaint you with the general practices of the Company. Refer to it often, it will guide you in your work. It is the Company's policy to encourage its employees to improve their skill and to give opportunity for advancement to all. It is up to you to see that you get proper instruction in your work and that you become suitable for advancement when the chance arises. If any obstruction seems to exist which we could overcome please let us know.

Please also help to make our Factory a clean, happy and safe place in which to work.

To you we look for co-operation in helping to produce first-class reliable equipment and thus fulfil our responsibilities to our customers and shareholders.

## ENGAGEMENT

1. Employees may be called upon to submit to a medical examination by the Company's Doctor. References will be strictly investigated and any engagement will be subject to the result of verification of such references.

Termination of engagement (other than for misconduct) will be by one week's notice on either side, or equivalent day-work wages in lieu. This notice applies only to those who have completed four weeks' continuous paid service with this Company. Misconduct or any breach of rules renders an employee liable to instant dismissal.

2. New employees must hand their National Insurance Card and Income Tax Certificate to the Personnel Office when starting work, or report why this has not been possible.
3. Employees leaving the service of the Company may rest assured that any prospective employer may refer to the Company as to their character and abilities at any time, but written "testimonials" are not normally given.

## ATTENDANCE

4. Normal working hours are 8.00 a.m. to 5.10 p.m. and the midday meal is from 12.14 p.m.—1.00 p.m. and from 1.00 p.m.—1.46 p.m. dependant on location of employee. Employees required to work overtime will be paid the current overtime rates, but no overtime may be worked unless specifically requested by the Supervisor. If the overtime is to be of two hours or more on a normal working day, a break of thirty minutes for women, or twenty minutes for men is allowed in the afternoon.



Employees must register time of leaving when overtime has been worked.

Employees working in sections where night-shift operating may be necessary from time to time are required to participate in working at night on a fortnightly rota or such other arrangements as may be agreed mutually. Employees unable to meet this requirement will be considered for alternative employment, but this cannot be guaranteed.

5. Great importance is attached to punctuality at all times.
6. Employees shall not enter or leave the Factory by other than the appointed entrance.
7. Anyone wishing to leave the premises during working periods must obtain a Gate Pass.
8. At the end of the morning and afternoon work periods, a signal is given five minutes before time to allow for hand washing, etc. Employees are however, not allowed to leave their departments until the final time is sounded over the public address system at the end of the five minutes concessionary break.
9. Employees are required to register starting times at the commencement of each day, and at the commencement of the afternoon working period on recording clocks provided for that purpose. Lost time is calculated on the basis of any portion of 6 minutes. It is however, the present practice to allow a concession of up to two minutes lateness at 8.00 a.m. without deduction. The starting time for the afternoon work period

must not be recorded before 12.50 p.m. or 1.35 p.m. according to break taken. The registering of starting times is essentially a matter for the individual employee alone and must not in any circumstances be performed by one employee for another.

10. Immediate notification of inability to attend duty (whatever the reason) must be made to the Departmental Head immediately concerned.

### PAYMENT

11. Wages are normally paid on Thursday afternoon of each week for services rendered from Friday to Thursday of the previous week. Any special arrangement for payout necessitated by Holidays, etc. will be made in accordance with notices posted at the time.
12. An employee who is absent from work for any reason and desires another person to receive wages due to him must send a letter authorising this to be done. The letter must be signed by himself and addressed to his Supervisor.

### PUBLIC UTILITY FAILURES

13. In the event of interruption outside the control of this Company, it will be the practice to shut down for the day if resumed working cannot be achieved within a reasonable time. Should this happen, employees will be paid on the basis agreed between the Unions and the Employers' Federation to cover this circumstance.

## HOLIDAYS

14. The Annual Holiday is ten working days (two weeks) and the dates of the close-down will be published by a Works' Notice. Employees are expected to take their holidays during the official period.

## BANK HOLIDAYS

15. Payment for Bank Holidays will be computed on a uniform working day of  $8\frac{1}{2}$  hours for all workers whether engaged on day or night shifts. To qualify for payment for these holidays the full normal working day immediately prior and the full working day immediately following the holiday must be worked, as per National Agreement.

## HOLIDAY CREDIT SYSTEM

16. This arrangement operates as follows:—
  - (a) A weekly credit is granted to manual workers in respect of holidays of a sum representing a minimum of one twenty-fifth of the appropriate consolidated time worker's district rate plus one sixth for each full week's work performed. Bank Holidays are treated as working days for this purpose.
  - (b) These credits are paid out at the end of the holiday credit year, which normally coincides with the holiday weeks.
  - (c) In the event of termination of employment the accrued credits to date are paid then.

## ILLNESS OR ACCIDENT—SICKNESS PAY

17. An employee who sustains an accident or any injury however slight, must if able to walk, immediately visit the Works' Surgery for treatment, notifying his Supervisor in every case. Failure to give immediate indication of an accident may lead to difficulties in claiming Industrial Injury Insurance. During absence owing to sickness or disability employees will not be paid any wages but a sick pay entitlement is in force as follows:—

You will be entitled to receive sickness benefit at the rate of 42 hours pay at your day rate per full calendar year of service subject to the following conditions:—

- (a) You must have first completed 12 months service with the Rank Organisation or one of its associated Companies.
- (b) The benefit payable will be your current day rate less the amount of State Benefit you receive.
- (c) The maximum benefits payable in any one year will be limited to 168 hours at day rate.
- (d) No payments will be made in respect of the first 3 days of absence in any 3 monthly period counting from the first day of sickness.
- (e) It will be necessary for you to produce a Doctor's note on or before the third day of sickness and thereafter weekly, and ultimately a final certificate. This should show in block letters, your name, address and clock number.



Failure to comply with this rule may cancel the payment of sick pay. An employee returning to duty after absence through sickness or accident must in every case report to the Works' Surgery. The Scale is:—

- (a) First 12 months service—No benefit payable.
  - (b) After 1 year and under 2 years service—Up to 42 hours benefit payable in 12 months less State Benefit.
  - (c) After 2 years and under 3 years service—Up to 84 hours benefit payable in 12 months less State Benefit.
  - (d) After 3 years and under 4 years service—Up to 126 hours benefit payable in 12 months less State Benefit.
  - (e) After 4 years service—Up to 168 hours benefit payable in 12 months less State Benefit.
18. Absence due to an accident will not automatically result in the payment of sick pay, but any settlement under the sick pay system may be paid during such absence (if requested by the employee concerned) at the discretion of the Management.
19. An employee wishing to cease work on account of sickness during a working day must obtain permission to consult the Sister in Charge of the Surgery who will issue the necessary Gate Pass where necessary.
20. In the case of an employee who is in Hospital a Certificate to show the date of entry must be produced and another obtained at the time of discharge giving the full time spent in Hospital. Weekly Certificates are not necessary while in Hospital.

21. If there is any serious infectious ailment in an employee's household the Works' Surgery must be informed immediately.
22. Under the National Insurance Acts an insured person is entitled to Sickness Benefit which he must claim through his National Insurance Office. Particulars are contained in Leaflet N.1.16 issued by the Ministry of National Insurance.

### **RETIREMENT**

23. Normal Retirement age is 65 for male employees and 60 for female employees. However, the Company is prepared, under certain circumstances to extend employment on a year to year basis. Employees are required to make Annual Application to their Supervisor for consideration of extension of employment not less than four weeks before the date of Retirement or extended Retirement is due.

### **SAFETY MEASURES**

24. Special attention is drawn to the hints given at the end of this booklet, and to the responsibility now placed on the employee in the matter of safety under the regulations of the Factories Acts, the observance of which is a condition of employment.

### **GENERAL RULES**

25. All employees are expected to notify any change of address to the Personnel Office through their Supervisor.
26. In the interests of its employees the Company will not allow gambling of any sort, nor the borrowing or lending of money, nor the buying or selling of personal property on its premises.

27. Smoking is permitted at the discretion of the Supervisor of the Department concerned.
28. The permission of the Management must be obtained before any subscription lists are circulated or tickets for outside functions are sold.
29. No notice may be placed upon the Works' Notice Boards except with the permission of the Management.
30. Employees are not permitted to enter any workplace in which they are not employed except when they have business in that Department on instructions from their Supervisor.
31. The Company regret that in order to safeguard their property, employees are expected to volunteer to be searched, if circumstances appear to warrant such a request, and to satisfy the Gatekeeper as to the contents of parcels, etc., taken from the premises.
32. Personal property brought to the Works which is not likely to be used in the employee's duties may be left at the Gate and be called for at the time of leaving the Works. Employees are advised that they should not attempt to remove personal property which they have used in connection with their work without having obtained a Package Pass from their Supervisor.
33. No unauthorised visitors will be allowed in the Works.
34. Employees are not permitted to have personal letters forwarded to them at the Company address or to receive or make private telephone calls except in cases of extreme urgency.

## PERSONAL RADIO SETS

35. (a) The use of personal radio sets at any time during normal working hours in any department within this Factory is not permitted.
- (b) In production manufacturing departments during overtime the use of personal radio sets is to be at the discretion of the Head of the Department at all times. If during any such overtime period any dispute or disagreement over the use of radio sets arises the Departmental Head has authority to ban the use of the radio.

## TRANSPORT

36. The Company runs a special service of buses for the convenience of employees and it is a condition of employment that fare charges for such transport are deducted from wages. The acceptance of these facilities is made on the full understanding of the following conditions.
  - (a) That, while the Company use their best endeavours to ensure efficiency and punctuality by the independent contractors in the operation of the services the employee will not be entitled to claim any loss in wages resulting from variations, delays, etc., to the scheduled services.
  - (b) That the Company shall not in any way be held responsible for any loss, injury or damage which the employee may sustain whilst utilising the services provided.

Further details of the bus times and regulations will normally be obtained from the Personnel Office or from the Stewards of the individual



vehicles. These Stewards are authorised to be in charge of the passengers while in transit and employees are expected to adhere to any reasonable instructions which any Steward may give in the course of his duties. The Passes remain the property of the Company and must be shown or surrendered on request. Employees under eighteen years of age may travel upon the Company's special bus service at half-fare. The Personnel Office will also try to suggest suitable accommodation for any new employee coming from a distance.

### CYCLES AND CARS

37. Parking facilities for cars and motor-bicycles and sheds for pedal cycles are available. These may be used at owner's risk and subject to instructions of the Management. The Company will not in any way be responsible for any loss or damage. A speed limit of 10 m.p.h. is to be carefully observed inside the Works. Employees who use pedal cycles are not permitted to ride them inside the Gates.
38. The Company cannot be responsible for the funds of Christmas Clubs or similar collection whether made with or without Management approval.
39. It is intended that all rules be applied to both male and female employees where applicable and the use of masculine pronoun is intended to mean either male or female employees. The foregoing rules are subject to change and employees are expected to read notices that are placed on the Works' Boards in conjunction therewith.

I have read and understood this book of rules and hints.

SIGNED.....

N.B. Employees are expected to sign this as soon as possible after receipt. As you may be required to produce your rule book you must look after it carefully. Should it become damaged or lost, you may obtain a replacement from the Personnel Office.

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### INFORMATION

#### H.M. FORCES

Members of Territorial or Cadet Forces who require leave of absence for training purposes should make application through their Supervisor to the Personnel Manager, such application being supported by a request from the Commanding Officer.

#### MEDICAL AID

The Company maintains a Works' Surgery with a fully qualified and experienced Sister in Charge for the purpose of giving advice and treatment in connection with any accident or sickness or disability arising out of or in the cause of employment. While the duties of the Sister are confined to cases of the above description the Company without taking any responsibility, permits employees to consult her in certain other circumstances where she may be able to give advice or treatment. In addition, the Works' Doctor visits the Factory Surgery once each week, and employees may fix an appointment to see him, through the Sister.

### **PROPERTY LOST OR FOUND**

An employee losing or finding any article is requested to inform Personnel Office who will use best endeavours to assist in tracing the property or the owner as the case may be.

### **WORKS CANTEEN**

The Works Canteen provides food and liquid refreshments at reasonable prices and no effort is spared to see that customers are satisfied. The Canteen Committee elected by employees has been set up to provide a liaison between the Canteen Contractor and customers, but in addition the Canteen Manager is always willing to receive suggestions or complaints. Employees under eighteen years of age may obtain midday meals in the Canteen at half price.

### **SICKNESS BENEFIT SOCIETY**

Arrangements are in operation whereby members may have subscriptions deducted from their wages. Details of the rules of this Society may be obtained from the Secretary, and new employees may be put in touch with him through their Supervisor at their request. This scheme is entirely voluntary and is not connected with the Company's Sick Pay Scheme, previously mentioned.

### **SPORTS AND SOCIAL CLUB**

Arrangements may be made for subscriptions to this organisation to be deducted from wages and employees not already members should contact the Secretary of the Club for this purpose. The Secretary will give any information that an employee requests about the activities of the Club, and suggestions for new sections of it are always welcomed. It is the policy of the Company to give every encouragement to the Club in extending its activities.

### **SUGGESTION SCHEME**

Suggestions are welcomed from all employees on any subject relating to the Company's activities. You are invited to write to the Personnel Officer about any such suggestions. Cash awards are given for really useful and practical contributions. Further details of this scheme can be obtained on request from the Suggestions Officer.

### **SAFETY FIRST**

A Safety First Committee has been appointed and suggestions relating to accident prevention and the safety of the worker are invited. Such suggestions are also considered for cash awards. No attempt should be made to repair or modify any equipment (electrical or mechanical) without the knowledge and/or assistance of the appropriate maintenance department.

### **PERSONNEL OFFICER**

An employee meeting any difficulty and requiring advice or assistance on any subject or having any cause for dissatisfaction may seek an appointment with the Personnel Officer at any time. Employees having a fixed time are expected to obtain permission to leave their Department in order to keep such an appointment. In suitable cases access to the General Manager will be obtained. The Company cannot be responsible for the funds of Christmas Clubs or similar collections whether made with or without Management approval.



## SAFETY HINTS

Although these hints have been designed primarily for operators, the staff generally should bear in mind that by reading and noting these hints they will pass through the shops with greater safety when necessary. Find out the details of your job so as to work with the maximum safety. Also if goggles, gloves or other protective devices are provided make use of them; don't forget that prevention is better than cure, and that they would not be provided if not necessary.

When reading these hints realise that it is not only in your interests to use them, but also in the interests of your family and fellow workers. You are reminded also that a responsibility has been placed on you by the Factories Act 1937/48 to use all safety devices and observe all safety regulations.

## REPORTING OF ACCIDENTS

Immediately report all accidents and any injuries arising from them, minor or otherwise, to your Foreman or Supervisor.

## FIRST AID

Remember the location of the Works' Surgery and find the quickest way of going there from your Department. You should not neglect to obtain attention to any injury. Even if only a small cut is wrongly treated it may lead to serious consequences. Do not try to treat your own injuries or get a fellow worker to do so unless on Night Shift. The purpose of having a Surgery is to give you expert treatment and advice. Make use of it and do not interfere with the dressing applied.

## GENERAL HINTS

Tidiness is the foundation of safety. Keep your work place tidy. Wear suitable shoes. Badly worn, split or high heeled shoes may involve you in an accident.

See that you have no loose ends of clothing, such as loose ties, shirt cuffs, or blouse sleeves, etc. If you wear a mob cap, keep your hair **under it**. It is wise to sacrifice fashion to safety in a Machine Shop. It is your responsibility to see that your clothing is protected from serious damage, and where protective aprons, etc. are provided you must see that these are in good repair or if not arrange for them to be mended. Finger rings are dangerous if you are working on machines or electrical equipment. Keep them in your pocket.

All machine operators should note that in case of emergency the STOP button should be pressed immediately.

Don't take short cuts. Always go the safe way even if it is the longer. Use the gangways provided.

Examine ladders before use. If defective, mark and report them.

Look both ways before stepping into roadways or gangways. To rush around corners is to court danger. We do not possess X-ray eyes. **Always look where you are going.**

Once a machine has been stopped, make sure it is safe to start again.

Only operate machines when the **guards** provided are in place.

**Always report a defective guard.**



Assume that all electrical equipment is dangerous. Treat it with respect and report any defects to your Foreman.

Never leave loose tools or equipment on steps or trestles, or on any place from which they can fall on to your workmates.

Never work with defective tools or equipment such as files without handles, etc.

Makeshifts frequently lead to accidents. Use the right tool and equipment for the job.

Carry tools, material or other objects so as to be safe to yourself and others.

Spilt oil and liquid cause falls. Always wipe up spilt liquids.

Pile all material in a safe manner and place it clear of all gangways. There are proper places for dust and waste. Use them. Dumping such things "any old where" may lead to a fire or serious accident. When handling goods look out for sharp edges and splinters. It is the way you handle things that matters.

If you have to leave a job unfinished, take care that you leave it so that others cannot get hurt. Never let your attention be distracted or try to distract someone else's. By keeping your mind on the job, and your eyes open, injuries can be avoided.

See that all projecting nails are turned down or removed. A scratch from a nail is dangerous.

At the end of the shift, to avoid certain types of poisoning, carefully wash the hands free from grease, paint or oil, also before taking food.

Barrier creams are provided for different types of operation; it is your duty to make use of this facility.

Cutting oil, methylated spirits, paraffin oil and other degreasing agents should not be used for cleaning the hands as contact with the hands causes a skin irritation to be set up.

To avoid strains or ruptures when lifting heavy objects, stand firmly on both feet with slightly bent knees. Lift by straightening the legs. In this way an even distribution of the effort is obtained and unnecessary strains on the stomach muscles are avoided.

Don't walk under ladders.

Report to the Foreman any machine, apparatus or equipment not operating efficiently, and any condition or practice likely to cause injury.

"Alert to-day—alive to-morrow" is a motto well worth keeping in mind.

Armoured gloves are provided for certain jobs. Use them and be sure they are in good condition for loading and unloading material liable to cause injury.

Gangways are provided for a minimum of truck clearance. Do not allow any load to overhang the side of the truck. If it is necessary to load and unload in a gangway draw the truck to one side to ensure operators of a safe passage. Climbing or jumping over a loaded truck is an easy way of hurting yourself.

#### **GENERAL HINTS FOR ORDINARY MACHINE SHOP OPERATORS.**

If guards have to be removed for any reason, replace them before starting up the machine. It is part of the job.

Never hand over a machine to another worker until you are sure it is in a safe running order. This will prevent others getting injured through your fault.

Never catch hold of idle belts or use them as supports. Belts riding loose on revolving shafts are very dangerous and should be reported if found.

Cleaning machines in motion is a fool's trick. Switch off, and make sure the machine cannot be started until you have finished.

Gloves are dangerous near machinery. Only wear them when the type of work warrants it and then only if told to do so.

Be careful when wiping your arms and hands on cotton waste and rag. On certain jobs you may rub small particles of metal into your skin and cause irritation.

Never, on any account, reach over moving machinery. See that jobs in machinery are securely fixed.

Remember that revolving shafting may "look" as safe as a bare electric wire of high voltage, but it is just as dangerous.

Use a wood-handled brush to sweep away chips. Under no circumstances use your fingers, or a wire brush with a loop end.

### HINTS FOR LATHE OPERATORS

When changing chucks or face plates they should be started on the spindle by hand power.

Never leave the chuck key in chuck.

Keep the back or end gear guards in place. If defective or not in place, report it to your Foreman.

Stop the machine before:—

(a) Attempting to change the position of the tool in the tool post.

(b) Winding or loosening the carriage while using cross feed.

Trying to brake by pressing the hand on the rim of the chuck may cause serious finger injury.

When the drill is over  $\frac{1}{4}$ " diameter, do not try to hold a drill and dog by hand.

Keep clear of a fast running lead screw if it has a key-way along its length.

Do not leave long lengths of stock protruding from the hollow spindle. Cut off to short lengths if possible and tie a piece of white rag on to the protruding end.

When "finishing" bored holes, never use your finger dipped in grinding mixture as a method of smoothing a surface. If you do this, any ridges left on the surface will badly cut your fingers.

When turning hard brass, rig up a temporary guard to prevent flying splinters damaging your self or others.

### HINTS FOR DRILLING MACHINE OPERATORS

Use a good drift for removing the drill. The use of files for this purpose is distinctly dangerous.

Make sure there is a proper stop or that the work is secured to the table to prevent it swinging round. The exposed gears on your machine should be properly guarded. In close works like this, hair or clothing is likely to get caught in the gears if they are not guarded. Report any defective guards to your Foreman.



Never force a drill, press too hard on the feed lever, or run the machine at too high a speed. If the drill shatters, flying sharp-edged splinters may cause serious damage.

You are risking your eyes if you remove parts of a broken drill with a punch and hammer.

Should your work jam on the drill and begin to revolve, don't try to catch the job, but concentrate on stopping the machine.

### **HINTS FOR MILLING, BORING AND GEAR CUTTING OPERATORS**

Before measuring or "calipering" the work, shut down the machine. This will prevent fingers being caught.

It is unsafe to reach over the arbor while a milling machine is in motion. Stop the machine and use a proper fitting wrench to tighten the sleeve arbor. Never try to tighten the arbor nut by placing a wrench on the nut and then starting the machine with the wrench braced against the machine bed. If jigs or fixtures endanger your fingers, report it to your foreman at once.

See that the steady bar is clean and well greased. This will prevent possible strain.

### **HINTS FOR GRINDER OPERATORS**

Only competent men should mount, inspect or supervise the use of grinding wheels.

Never use a wheel at greater speeds than specified by the wheelmaker, for that diameter and thickness. After mounting, be sure the hood is properly replaced and adjusted.

A wheel used for wet grinding should never be allowed to stand partly immersed in water. The water-soaked portion will throw the wheel dangerously out of balance.

It is unsafe to adjust a rest while the wheel is in motion. It may slip and break the wheel. See that it is right before you start the job. Work-rests on grinding and emery wheels must be kept adjusted close to wheel (never more than  $\frac{1}{8}$ " from wheel) to prevent the work from being caught between the wheel and the rest.

Never run a machine or an emery wheel without a guard.

After mounting, a wheel should be allowed to develop full operating speed for at least a minute, with the operator standing at the side and out of danger. Always do this speed test before working a new wheel.

All wheels should be tested for soundness before mounting. Tap them lightly with a hammer and listen for a clear ring. Wheels must be dry for this test.

See that grinding wheels fit easily on to the spindle. Do not force them on, but do not have them loose. Never crowd a wheel. It will simply heat the work and wear out the wheel, possibly causing a fracture or injury to yourself or others.

Always true the wheel at the speed you are grinding. Never grind on the side face of a wheel. Side grinding is dangerous as any sudden pressure on the side of the wheel may cause an accident.

When hand grinding, incline the work where possible in a plane similar to that of the wheel surface at the point of contact.



## HINTS FOR POWER PRESS OPERATORS

Do not climb on presses for any purpose unless certain that the press is properly shut down.

The press should never be operated unless you are certain that all mechanical and safety devices are working properly. If in doubt, notify your Machine Setter.

If sharp edges are often met with, resulting in cuts, ask the Shop Foreman if arm or hand protection could be used with safety.

When the material sticks in the die, inform the Machine Setter. **Do not** try to remove it yourself. Toolsetters should inspect clutch and brake mechanisms; also all safety devices. They should never make any adjustments or reset the machine without seeing that the safety catch is working. Always load and unload the machine in the manner shown you. If you think you know a better method ask your Foreman about it before using it.

## GENERAL HINTS FOR MAINTENANCE SECTIONS

When working in a department other than your own tell the Foreman of that department where you are and what you are going to do.

Get to know the hazards of any department you may work in.

Make certain a machine on which you are working cannot be started by someone else.

Don't leave tools where they are likely to fall on other people. When the job is done look around to see that nothing can fall.

When working on electrical equipment, always see that the tag is in place, covering switches, before starting work.

When oiling, never stretch over machine, stand where you can comfortably reach the machine, and don't use so much oil that any is spilt on the floor. If you do, wipe it up.

Use only the platforms, walkways and ladders provided. To climb about on machinery is to court disaster.

Never catch hold of idle belts or use them as supports. Belts riding loose should be reported as soon as found.

Remove only those guards necessary for the work in hand. Don't remove all guards from a machine unless necessary.

Before using any ladder, look for flaws or defects in it. If it seems in any way faulty, don't trust it.

Don't leave such a ladder lying about. Someone else, less cautious, may use it with serious consequences. Mark it and report immediately. Get the right length ladder for your job. Don't use home-made affairs.

To prevent ladder slipping, have a man at the bottom or lash the ladder at the top. A ladder is only as safe as its support. An insecure backing such as a pile of boxes or standing a ladder on a table is a very dangerous practice.

Always set your ladder squarely and don't attempt to reach out to the sides.

If you want a position further along, move the ladder itself.

Keep the ladder, as far as possible, out of the way of passers by.

Never work two men at a time on a ladder.

Use both hands for climbing a ladder and always face the rungs. Use a cord to pull up your equipment. Don't sling awkward loads on your shoulders.

If two ladders have to be lashed together, always put the smaller on the top and see that they are lashed by an expert. Lots of rope does not mean a secure joint.

When carrying a ladder or any long material, keep the front end up to avoid striking other people in the face on rounding corners.

Never put a ladder near moving machinery, and always have the power off when doing unfenced shafting work.

Wear good shoes. A torn rubber may catch and cause an accident.

When the ladder is finished with, put it back in a safe place.

Don't lean ladders against pipes. You might cause a joint blow with possible injury to yourself and others.

## HINTS FOR ELECTRICIANS

See that the current has been switched off before replacing lamps or using a screwdriver on a lamp holder. Never take off switch covers until the current is "dead."

Always find out the cause of a blown fuse and never attempt to re-wire it until the current is switched off. Always use the correct size and quality of wire.

Signs of shock, no matter how slight, should always immediately be reported and the current switched off. Always have worn or perished flexible conductors immediately renewed.

When working on any circuit, see that the switches are open. If possible remove fuses and hand them to your Storekeeper. Isolating switches should always be fitted in live side of apparatus.

Do not close switches unless you are familiar with the circuit and know why it is open.

Always treat circuits as "alive" until they are proved "dead". If it is essential to work on live circuits be sure your body is not earthed in any way. Only work on one wire at a time. Outside work in live equipment during rainy weather should **never** be attempted.

People sometimes forget that low tension, particularly with D.C., is just as dangerous as high tension. Never take unnecessary risks.

All circuits should be clearly labelled at their origin. In cases of electrical fire, pull the switch out before using extinguishers. It may be found that the extinguisher is then unnecessary.

Every electrician should thoroughly understand and receive practice in the use of artificial respiration in cases of shock or apparent death.

## HINTS FOR METAL FINISHING OPERATORS

When grinding or polishing, always use a respirator and make sure the ventilating fan is running. It is dangerous to attempt to clean out ducting near to ventilating fans which are running. Always stop the fan before cleaning.



Never, on any account, attempt to clean out a degreaser without knowing all the instructions and rules fixed over the equipment. To smoke near such a plant is very dangerous.

When pouring acid from a carboy, obtain assistance to steady the vessel while pouring. Make sure there is no acid in the bottom of the "empty" carboys.

If acid gets on to the hands, immediately wash it off. The smallest scratch should receive medical attention in such a department as this.

Take care not to splash caustic when replenishing vats. Always wait until the vat is cooled below 100 degrees F.

Don't take articles from cyanide vats and place them in acid vats without first immersing them in water. In dip tinning operations, remember that too much flux may cause molten metal to splash. Wear gloves and aprons when provided, and report any defects in them.

If your hands are wet, don't touch electric switches.

In sand blasting, always use rubber gloves, and be sure the chamber is properly closed.

Don't splash solvents about when using them, they may get into your eyes.

Keep all emergency exits clear from obstructions. In case of fire you may have to use them.

Have the light ready before turning on the gas on stoving ovens. This will lower the chance of an explosion.

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