

Department of Labour

Inspectorate of Factories and Boilers

Notification

VI/FAC-6(L-1 Part)/IFB/2014/3472

Whereas certain draft rules so as to further amend the Goa Factories Rules, 1985 were pre-published as required by section 115 of the Factories Act, 1948 (Central Act No. 63 of 1948) in the Official Gazette, Series I No. 2 dated 12th April, 2013, vide Notification No. VI/FAC-6(L-1 Part)/IFB-2013/40 dated 12-04-2013 of the Inspectorate of Factories and Boilers, Government of Goa, inviting objections and suggestions from all persons likely to be affected thereby before expiry of forty-five days from the date of publication of the said Notification in the Official Gazette;

And whereas, the said Official Gazette was made available to the public on 12th April, 2013;

And Whereas, the objections and suggestions received from the public on the said draft rules have been considered by the Government.

Now, therefore, in exercise of the powers conferred by section 112 of the Factories Act, 1948 (Central Act No. 63 of 1948) and all other powers enabling it in this behalf, the Government of Goa hereby makes the following rules so as to further amend the Goa Factories Rules, 1985, namely:—

1. *Short title and commencement* .— (1) These rules may be called the Goa Factories (Twelfth Amendment) Rules, 2014.

(2) They shall come into force at once.

2. *Amendment of rule 2A* .— In rule 2A of the Goa Factories Rules, 1985 (hereinafter referred to as the “principal Rules”),—

(i) in sub-rule (1), for the third proviso, the following proviso shall be substituted, namely:—

“Provided further that the ‘competent person’ recognized under this provision shall not be above the age of 65 years and shall be certified to be physically fit by a qualified Medical Practitioner for the purpose of carrying out the tests, examination and inspection.” ;

(ii) in sub-rule (3),—

(a) for the expression “an application in Form – 0-1 or 0-2”, the expression “an application in Form – 0-1 or 0-2 along with a treasury receipt showing payment of ten thousand rupees towards the fees for the same, which shall be non-refundable,” shall be substituted;

(b) the following expression shall be added at the end, namely:—

“The said application shall also be accompanied by a valid calibration certificates of the equipments available at the disposal of the applicant for carrying out tests, examination and inspection.”.

3. *Amendment of rule 3* .— In rule 3 of the principal Rules, in sub-rule (1), after clause (d), the following clause shall be inserted, namely:—

“(e) A treasury receipt showing payment of one thousand rupees towards the fees for the same, along with each such fresh application.”.

4. *Amendment of rule 5.*— In rule 5 of the principal Rules, for the existing Form of Certificate of Stability, the following form shall be substituted, namely:—

“Form of Certificate of Stability

- (1) Name of the factory
- (2) Village, town and district in which the factory is situated
- (3) Full postal address of the factory
- (4) Name of the occupier of the factory
- (5) Nature of manufacturing process to be carried on in the factory
- (6) Name of the building/shed/structure/work of engineering construction and number of floors on which workers will be employed
- (7) Nature and amount of moving power H.P. on each floor.

I certify that I have personally inspected the building/shed/structure/work of engineering construction, the plans of which have been approved by the Chief Inspector vide letter No. dated and examined the various parts including the foundations with special reference to the machinery, plant, etc., that have been installed. I am of the opinion that the building/shed/structure/work of engineering construction, which has been constructed/reconstructed/extended/taken into use is structurally sound and that its stability will not be endangered by its use as a factory/part of a factory for the manufacture of for which the machinery, plant, etc. is/are installed.

Signature of the Competent Person
Date

Signature of the Occupier

Name of Engineer (in block letters)
Qualification
Address
Date

If employed by a company or association, name and address of the company or association

Certificate Ref. No.

Note:- A separate stability certificate shall be issued for each building/shed/structure/work of engineering construction in the premises.

Note:- The person issuing the certificate must be a Competent Person approved by office of the Chief Inspector of Factories and Boilers, Government of Goa, provided, in the case of a building/shed/structure/work of engineering construction occupied or erected by the Government, a certificate may be granted by an officer not below the rank of an Executive Engineer.

Explanation :- “Work of engineering construction” means any building, tank, silo, scaffold, platform, chimney, bridge, supporting structural work, retaining wall or any other similar structure.”.

5. *Amendment of rule 6.*— In rule 6 of the principal Rules, in sub-rule (2), for the Schedule, the following Schedule shall be substituted, namely:—

“SCHEDULE

Scale of fees payable for licence and annual renewal of licence by Factories

Quantity of H. P. installed (Maximum H.P.)	Maximum number of workers to be Employed on any Dday during the year									
	Upto 9	From 10 to 20	From 21 to 50	From 51 to 150	From 151 to 250	From 251 to 500	From 501 to 1000	From 1001 to 2500	From 2501 to 4000	4001 and Above
	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.
Nil	0	300	500	2000	3000	6000	12000	24000	36000	47000
Upto 10	400	800	2000	4000	6000	9000	18000	36000	47000	59000
Above 10 but not above 50	600	2000	3000	6000	9000	12000	24000	44000	54000	65000
Above 50 but not above 100	2000	3000	4000	9000	12000	18000	30000	53000	59000	71000
Above 100 but not above 500	4000	5000	7000	18000	24000	30000	44000	59000	71000	82000
Above 500 but not above 1000	7000	8000	15000	24000	33000	39000	59000	71000	82000	94000
Above 1000 but not above 2000	10000	14000	19000	33000	39000	47000	65000	82000	94000	110000
Above 2000 but not above 5000	14000	19000	33000	39000	47000	65000	82000	94000	110000	120000
Above 5000 but not above 10000	21000	28000	49000	58000	71000	97000	130000	150000	160000	180000
Above 10000	31000	42000	73000	86000	110000	150000	190000	220000	240000	270000

6. *Amendment of rule 8.*— In rule 8 of the principal Rules, for sub-rule (2), the following sub-rule shall be substituted, namely:—

“(2) A licensee shall be required to have his licence amended if there is change in the name of the factory or in the site on which the factory is situated, or if there is addition or alteration to the premises in which the factory is situated, or change in the manufacturing process, or addition of new process or deletion of process, or if the factory, for which the licence is granted, exceeds the limits specified in the licence in regard to horse-power or the number of

persons employed. The licensee whose licence is required to be amended shall submit it to the Chief Inspector with an application stating the nature of the amendment and reasons thereof; alongwith Form 2 duly filled in and signed. Where application for the amendment of licence is duly made in accordance with these rules, the factory in respect of which the licence is to be amended, as the case may be, shall be deemed to be duly amended until such licence is amended or until an intimation that the amendment of the licence has been refused is communicated to such person for the reasons recorded in writing:

Provided that no amendment of the licence shall be necessary in respect of changes in the number of workers or horse-power or both unless such changes involve higher licence or renewal fee.

Explanation :— (i) For the purpose of this rule, addition or alteration shall not include minor repairs which does not change more than 5% of the existing built up area of the premises and shall also not include built up area added or altered for the purpose of use for activities other than manufacturing process and its allied activities.

(ii) For the purpose of this rule, change in the manufacturing process, or addition of new process or deletion of process shall not include any change in the manufacturing process, or addition of new process or deletion of process which does not result in change in the category of the finished products being manufactured. However, any such change, which results in change or addition or deletion of raw materials being used, the same shall be intimated, along with the complete details of the raw materials added or deleted, to the Chief Inspector at least fifteen days before such change.”.

7. *Amendment of rule 9.*— In rule 9 of the principal Rules, in sub-rule (2), in clause (b), for the Schedule in the third proviso, the following Schedule shall be substituted, namely:—

“SCHEDULE

Period of delay	Percentage of fees
(1)	(2)
Upto one month	10 percent
Upto two months	20 percent
Upto three months	30 percent
Upto four months	40 percent
Upto five months	50 percent
Above five months	100 percent ”.

8. *Amendment of rule 11.*— In rule 11 of the principal Rules,—

(i) for the expression “Procedure on death or disability of licensee”, the expression “Procedure for transfer of license” shall be substituted;

(ii) in sub-rule (2),—

(a) in clause (i), the following expression shall be added at the end, namely:—

“The notice of occupation in Form No. 2 shall be given by the new occupier on whose name the license is to be transferred.”;

(b) in clause (iii), for the words “fifty rupees”, the words “five hundred rupees” shall be substituted;

(iii) after sub-rule (2), the following sub-rules shall be inserted, namely:—

“(3) In case of amendment of a license due to change in the name of the factory or change in the organization status, the application for amendment in Form No. 2 shall be submitted along with a treasury receipt showing payment of five hundred rupees towards the fees for the same.

(4) In case of amendment of a license due to acquisition or merger taking place, the application for amendment of license and notice of occupation in Form No. 2 shall be given by the new occupier in whose name the license is to be transferred, accompanied by a treasury receipt showing payment of five thousand rupees towards the fees for the same.”.

9. *Insertion of new rule 18A* .— In the principal Rules, after rule 18, the following rule shall be inserted, namely:—

“18A. *Power to give directions* .— Subject to the provisions of the Act, the Chief Inspector or the Inspector may, in exercise of the powers and performance of the functions under the Act, issue any directions in writing to the occupier or manager or both, any officer or authority appointed by the Government and such occupier or manager or both, such officer or authority shall be bound to comply with such directions.

Explanation .— The power to issue directions under this rule shall include power to direct,—

(a) the closure or prohibition of any factory or any part thereof, operation or process, machinery or plant; or

(b) the stoppage of supply of electricity, water or any other service or to reinstate it:

Provided that where the directions to be issued under this rule consists of any directions specified in the above explanation, the Chief Inspector shall issue a show cause notice to the Occupier or Manager or both calling upon them to show cause within a period of fifteen days as to why such directions should not be issued:

Provided further that no such notice shall be required to be given and the Chief Inspector may issue such directions after recording the reasons in writing and after obtaining due approval of the Government, wherever the reasons for such directions are such that the activity or the manufacturing process so carried out causes pollution or degradation of the general environment and/or the working conditions in a factory is in such a condition that it involves imminent danger to human life or safety.”.

10. *Insertion of new rule 19A* .— In the principal Rules, after rule 19, under Chapter III, the following rule shall be inserted, namely:—

“19A. *Medical Examination of workers* .— Save as is otherwise expressly provided in these Rules, the workers in a factory shall be medically examined once in five years by the Certifying Surgeon appointed under the Act or the Medical Inspector of Factories appointed by the

Government or the Factory Medical Officer or the Occupational Health Laboratory recognized under rule 90 O (3) or rule 90 O (4) .”.

11. *Amendment of rule 74.*— In rule 74 of the principal Rules, after sub-rule (5), the following sub-rule shall be inserted, namely:—

“(6) *Recognition of Safety Officers.*— (a) Any person possessing qualification as specified in clause (a) or (b) of sub-rule (1), shall submit an application in Form – 0-4 along with a treasury receipt showing payment of two thousand rupees, which shall be non-refundable, to the Chief Inspector, to recognize him as a Safety Officer, for the purposes of this Act and the rules made thereunder. The Chief Inspector, shall register such application and within a period of sixty days of the date of receipt of application, either after having satisfied himself as regards qualification and experience of the applicant, shall recognize the applicant as a Safety Officer and issue an one time certificate of recognition in Form – 0-6 or reject the application specifying the reasons thereof.

(b) The Safety Officers who are already appointed before the date of commencement of the Goa Factories (Twelfth Amendment) Rules, 2014 shall submit the application in Form – 0-4 along with a treasury receipt of said amount of two thousand rupees, which shall be non-refundable, within a period of sixty days from the date of such commencement:

Provided that the Safety Officers appointed before the date of commencement of the Goa Factories (Twelfth Amendment) Rules, 2014, who submit their application for recognition after the expiry of the said period of sixty days, shall be liable to pay additional fee at the rate of hundred percent of the amount payable for the recognition as specified in clause (a) of this sub-rule.”.

12. *Insertion of new rule 74A .*— In the principal Rules, after rule 74, the following rule shall be inserted, namely:—

“74A. *Number of Safety Officers.*— (1) Wherein one thousand or more workers are ordinarily employed, the occupier shall employ such number of Safety Officers recognized by the Chief Inspector, as specified in column (3) of the Schedule I hereinbelow for the number of workers mentioned in corresponding entry in column (2) of the said Schedule I.

SCHEDULE I

Sr. No.	Number of workers ordinarily employed	No. of Safety Officers
(1)	(2)	(3)
1.	1000 but not exceeding 1500	1
2.	Above 1500 but not exceeding 2000	2
3.	Above 2000 but not exceeding 2500	3
4.	Above 2500 but not exceeding 3000	4
5.	For every 1000 or part thereof exceeding 3000	1

(2) Wherein the factory is involved in hazardous process as defined under section 2(cb) of the Act, the occupier shall employ such number of safety officers recognized by the Chief Inspector, as specified in column (3) by the Schedule II herein below for the number of workers mentioned in corresponding entry in column (2) of the said Schedule II.

SCHEDULE II

Sr. No.	Number of workers ordinarily employed	No. of Safety Officers
(1)	(2)	(3)
1.	Above 250 but not exceeding 1000	1
2.	Above 1000 but not exceeding 1500	2

(1)	(2)	(3)
3.	Above 1500 but not exceeding 2000	3
4.	Above 2000 but not exceeding 2500	4
5.	Above 2500 but not exceeding 3000	5
6.	For every 500 or part thereof exceeding 3000	1

(3) Wherein the factory is categorized as “Major Accident Hazard” under the Manufacture, Storage and Import of Hazardous Chemicals Rules, 1989, as amended from time to time, and employing less than 250 workers, the occupier shall employ at least one number of Safety Officer recognized by the Chief Inspector.”.

13. *Amendment of rule 90 O.*— In rule 90 O of the principal Rules, after sub-rule (2), the following sub-rules shall be inserted, namely:—

“(3) *Recognition of Factory Medical Officers .—* (a) Any person possessing qualification as specified in sub-rule (2) and intends to be appointed as Factory Medical Officer under sub-rule (1) or sub-rule (1) of rule 95, shall submit an application in Form – 0-4 to the Chief Inspector along with a treasury receipt showing payment of two thousand rupees towards the fees for recognizing applicant, which shall be non-refundable, as a Factory Medical Officer, for the purposes of the Act and the rules made thereunder. The Chief Inspector, shall register such application and within a period of sixty days of the date of receipt of application, either after having satisfied himself as regards qualification and experience of the applicant and in consultation with the Certifying Surgeon or the Medical Inspector of Factories, shall recognize the applicant as a Factory Medical Officer and issue an one time certificate of recognition in Form – 0-6 or reject the application specifying the reasons therefor.

(b) The Factory Medical Officers who are already appointed before the date of commencement of the Goa Factories (Twelfth Amendment) Rules, 2014, shall submit the application in Form – 0-4 along with a treasury receipt of said amount of two thousand rupees towards fees, which shall be non-refundable, to the Chief Inspector, within a period of sixty days from the date of such commencement:

Provided that the Factory Medical Officers appointed before the date of commencement of the Goa Factories (Twelfth Amendment) Rules, 2014, who submit their application for recognition after the expiry of the said period of sixty days, shall be liable to pay additional fee at the rate of hundred percent of the amount payable for the recognition as specified in clause (a) of this sub-rule.

(c) A person recognized as a Factory Medical Officer recognized under clause (a) above, shall not serve as a Factory Medical Officer,—

(i) for more than ten factories, in case he is appointed on retainership basis;

(ii) for more than five factories, in case he is appointed on part-time basis and the services rendered by him shall be at least for half a day per visit;

(iii) for more than five factories on retainership basis and for more than three factories on part-time basis, in case he is appointed on retainership basis in some factories and on part-time basis in other factories:

Provided that the Chief Inspector may issue directions to the Occupier or the Manager or both of a factory to prohibit the appointment of a recognized Factory Medical Officer, after recording the reasons in writing, if he is satisfied that the requirements specified under the clause (c) of this sub-rule are not complied with by a recognized Factory Medical Officer.

(4) *Recognition of Occupational Health Laboratories* .— (a) Any institution which intends to set up an Occupational Health Laboratory for the purposes of carrying out medical examinations of the workers as required under the Act and the rules made thereunder, shall submit an application in Form – 0-5 to the Chief Inspector along with a treasury receipt showing payment of ten thousand rupees, which shall be non-refundable, towards the fees for recognizing the institution as a ‘Occupational Health Laboratory’ for the purposes of the Act and the rules made thereunder.

(b) The institution shall employ persons possessing the qualifications specified in sub-rule (2) of rule 90 O and shall have facilities and equipments at the disposal as set out herein-below.

(c) The Chief Inspector shall register such application and within a period of sixty days of the date of receipt of application, either after having satisfied himself as regards competence and facilities available at the disposal of the applicant and in consultation with the Certifying Surgeon or the Medical Inspector of Factories, shall recognize the applicant institution to set up an Occupational Health Laboratory and issue a certificate of recognition in Form – 0-7 for a period not exceeding one year or reject the application specifying the reasons therefor.

(d) The institutions which are already in existence as an Occupational Health Laboratory on the date of commencement of the Goa Factories (Twelfth Amendment) Rules, 2014, shall submit the application in Form – 0-5 along with a treasury receipt of said amount of ten thousand rupees towards fees, which shall be non-refundable, to the Chief Inspector, within a period of sixty days from the date of such commencement:

Provided that the institutions already in existence as an Occupational Health Laboratory before the date of commencement of the Goa Factories (Twelfth Amendment) Rules, 2014, which submit their application for recognition after the expiry of the said period of sixty days, shall be liable to pay additional fee at the rate of hundred percent of the amount payable for the recognition as specified in clause (a) of this sub-rule:

Provided further that nothing contained herein shall be applicable to a Laboratory set up by the Government including Goa Medical College and Hospital.

(e) The Chief Inspector may, after giving an opportunity to the recognized Occupational Health Laboratory of being heard, revoke the certificate of recognition,—

(i) if he has reason to believe that the recognized Occupational Health Laboratory has violated any condition stipulated in the certificate of recognition; or

(ii) for any other reason to be recorded in writing.

Facilities and Equipments for Occupational Health Laboratories

- (1) Spirometer;
- (2) Audiometer;

- (3) Vision tester;
- (4) X-ray machine;
- (5) ECG machine;
- (6) B. P. Apparatus;
- (7) Atomic Absorption Spectrophotometer;
- (8) Facilities and equipments required for biological and bio-chemical examination;
- (9) Facilities and equipments required for pathological examination;
- (10) Instruments required for clinical examination.”.

14. *Amendment of rule 95.*— In rule 95 of the principal Rules, in sub-rule (1), in clause (c) of the proviso thereto, after the words “recognized University”, the expression “or a three months certificate course in Associate Fellow of Industrial Health offered by the Directorate General Factory Advice Services and Labour Institutes, Mumbai” shall be inserted.

15. *Amendment of rule 96.*— In rule 96 of the principal Rules, in sub-rule (1), the expression “and which is specified by the Government by a notification in the Official Gazette in this behalf” shall be omitted.

16. *Amendment of rule 110.*— In rule 110 of the principal Rules, after sub-rule (7), the following sub-rule shall be inserted, namely:—

“(8) *Recognition of Welfare Officers.*— (a) Any person possessing qualification as specified in sub-rule (2) and intends to be appointed as Welfare Officer in a factory, shall submit an application in Form – 0-4 along with a treasury receipt showing payment of two thousand rupees, which shall be non-refundable, towards the fees for recognizing him as a Welfare Officer, for the purposes of the Act and the rules made thereunder. The Chief Inspector shall register such application and within a period of sixty days of the date of receipt of application, either after having satisfied himself as regards qualification and experience of the applicant, shall recognize the applicant person as a Welfare Officer and issue an one time certificate of recognition in Form – 0-6 or reject the application specifying the reasons therefor.

(b) The Welfare Officers who are already appointed before the date of commencement of the Goa Factories (Twelfth Amendment) Rules, 2014, shall submit the application in Form – 0-4 along with a treasury receipt of said amount of two thousand rupees towards fees, which shall be non-refundable, to the Chief Inspector, within sixty days from the date of such commencement:

Provided that the Welfare Officers appointed before the date of commencement of the Goa Factories (Twelfth Amendment) Rules, 2014, who submit their application for recognition after the expiry of the said period of sixty days, shall be liable to pay additional fee at the rate of hundred percent of the amount payable for the recognition as specified in clause (a) of this sub-rule.”.

17. *Amendment of rule 119.*— In rule 119 of the principal Rules, in sub-rule (2), for the words “rupees sixteen hundred per month,” the expression “the wage limit specified in sub-section (6) of section 1 of the Payment of Wages Act, 1936 (4 of 1936)” shall be substituted.

18. *Amendment of rule 131.*— In rule 131 of the principal Rules, after Schedule XXVIII, the following Schedule shall be inserted, namely:—

“SCHEDULE – XXIX

Manipulation of stone or any other material containing free silica

(1) *Application* — This schedule shall apply to all factories or parts of factories in which manipulation of stone or any other material containing free silica is carried on.

(2) *Definitions* — For the purpose of this Schedule,—

(a) "manipulation" means crushing, breaking, chipping, dressing, grinding, sieving, mixing, grading or handling of stone or any other material containing free silica or any other operation involving such stone or material;

(b) "Stone or any other material containing free silica" means a stone or any other solid material containing not less than 5% by weight of free silica.

(3) *Precautions in manipulation* — No manipulation shall be carried out in a factory or part of a factory unless one or more of the following measures are adopted, namely:—

- (a) damping the stone or other material being processed;
- (b) providing water spray;
- (c) enclosing the process;
- (d) isolating the process; and
- (e) providing localised exhaust ventilation,

so as to effectively control the dust in any place in the factory where any person is employed, at a level equal to or below the maximum permissible level for silica dust as laid down in Table 2 appended to rule 138 of these Rules:

Provided that such measures as abovesaid are not necessary if the process or operation itself is such that the level of dust created and prevailing does not exceed the permissible level referred to.

(4) *Maintenance of floors*— (a) All floors or places where fine dust is likely to settle on and whereon any person has to work or pass shall be of impervious material and maintained in such condition that they can be thoroughly cleaned by a moist method or any other method which would prevent dust being airborne in the process of cleaning.

(b) The surface of every floor of every work room or place where any work is carried on or where any person has to pass during the course of his work, shall be cleansed of dust once at least during each shift after being sprayed with water or by any other suitable method so as to prevent dust being airborne in the process of cleaning.

(5) *Prohibition relating young persons* — No young person shall be employed or permitted to work in any of the operations involving manipulation or at any place where such operations are carried out.

(6) *Medical examination by Certifying Surgeon* — (a) Every worker employed in the processes specified in clause (1), shall be examined by a Certifying Surgeon within 15 days of his first employment. Such medical examination shall include lung function test and other routine examinations. Such examination, wherever the Certifying Surgeon considers appropriate, shall include chest X-ray. No worker shall be allowed to work after 15 days of his first employment in the factory unless certified fit for such employment by the Certifying Surgeon.

(b) Every worker employed in the said processes shall be re-examined by a Certifying Surgeon at least once in every twelve months. Such re-examination shall include all the tests as specified in sub-clause (a).

(c) The Certifying Surgeon after examining a worker shall issue a Certificate of Fitness in Form 26. The record of examination and re-examinations carried out shall be entered in the Certificate and the Certificate shall be kept in the custody of the manager of the factory. The record of each examination carried out under sub-clauses (a) and (b), including the nature and the results of the tests, shall also be entered by the Certifying Surgeon in a health register in Form 7.

d

() The Certificate of Fitness and the health register shall be kept readily available for inspection by the Inspector.

e

() If, at any time, the Certifying Surgeon is of the opinion that a worker is no longer fit for employment in the said process on the ground that continuance therein would involve special danger to the health of the worker he shall make a record of his findings in the said Certificate and the health register. The entry of his findings in these documents should also include the period for which he considers that the said person is unfit for work in the said processes. The person so suspended from the process shall be provided with alternate placement facilities unless he is fully incapacitated in the opinion of the Certifying Surgeon, in which case the person affected shall be suitably rehabilitated.

f

() No person who has been found unfit to work as said in sub-clause (e) above shall be re-employed or permitted to work in the said processes unless the Certifying Surgeon, after further examination, again certifies him fit for employment in those processes.

(7) *Exemptions*— If, in respect of any factory, the Chief Inspector is satisfied that owing to the exceptional circumstances or in frequency of the processes or for any other reason, all or any of the provisions of this Schedule is not necessary for protection of the workers in the factory, the Chief Inspector, with prior approval of the Government, may, by a certificate in writing, which he may in his discretion revoke at any time, exempt such factory from all or any of such provisions subject to such conditions, if any, as he may specify therein.”.

19. *Insertion of new rule 137A* .— In the principal Rules, after rule 137, the following rule shall be inserted, namely:—

“137A. *Training on health and safety at work* .— The occupier of every factory shall ensure that workers are trained on health and safety at work through a training centre or institute duly approved by the Chief Inspector and shall undergo a training programme of minimum two days duration which shall consist of topics as are necessary to ensure occupational health and safety while at work:

Provided that the factories which are already in existence before the date of commencement of the Goa Factories (Twelfth Amendment) Rules, 2014, shall ensure that at least twenty-five percent of its ordinarily employed workers are trained on health and safety at work as specified in this rule within a period of two years from the date of such commencement.”.

20. *Amendment of rule 141.*— In rule 141 of the principal Rules, sub-rule (2) shall be omitted.

21. *Insertion of new forms .*— In the principal Rules, after Form – 0-3, the following forms shall be inserted, namely:—

“FORM – 0-4

[Seerule 74 (6), 90 O (3) and 110 (8)]

Form of Application for Recognition as Safety Officer/Factory Medical Officer/Welfare Officer

- (1) Name of the Applicant :
- (2) Full Residential Address :
- (3) Date of Birth :
- (4) E-mail ID :
- (5) Contact No. :
- (6) Recognition as Safety Officer/Factory Medical Officer/Welfare Officer :
- (7) Educational qualifications(Enclose certificates) :
- (8) Details of professional experience, if any (in chronological order) :



Name of the Organization	Period of service	Designation	Area of responsibility
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- (9) Knowledge of Konkani (for Safety Officer & Welfare Officer):
- (10) Membership, if any, of professional bodies:
- (11) Any other relevant information:

Declaration by the Applicant:

I,....., hereby declare that the information furnished above is true and I undertake to fulfill and abide by the conditions stipulated in the certificate of recognition and instructions issued by the Chief Inspector from time to time, if any.

Place :

Date :

Signature

FORM – 0-5

[Seerule 90-O (4)]

Form of Application for Grant of Certificate of Recognition as Occupational Health Laboratory to an Institution

- (1) Name and full address of the Laboratory :
- (2) Organization’s status (specify whether Government, Autonomous, Co-operative, corporate or private) :
- (3) Whether the organization has been recognized as an Occupational Health Laboratory under any statute. If so, give details. :
- (4) Particulars of persons employed and their qualifications and experience :

Sr. No.	Name and Designation	Qualifications	Experience
(1)			
(2)			

- (5) Details of facilities and equipments available at disposal [Refer rule 90-O (4) (b)] :
- (6) Membership, if any, of professional bodies :
- (7) Any other relevant information :

Declaration:

I, hereby, on behalf of certify the details furnished above are correct to the best of my knowledge, I undertake to—

- (i) Maintain the facilities and equipments in good working order, calibrated periodically as per manufacturers instruction or as per National Standards; and
- (ii) Notify the Chief Inspector any change in the facilities, equipments and the person’s employed (either additions or deletion).
- (iii) To fulfill and abide by all the conditions stipulated in the certificate of recognition and instructions issued by the Chief Inspector from time to time.

Place:

Date:

Signature of Head of the Institution
or of the person authorized to sign
on its behalf

Designation

FORM – 0-6

[Seerule 74(6), 90 O (3) and 110 (8)]

Form of Recognition issued to Safety Officer/Factory Medical Officer/Welfare Officer

(Strike out words not applicable)

I, in exercise of the powers conferred on me under rule 74(6)/90 O(3)/110 (8) (strike out words not applicable), hereby recognize Shri/Dr. (name of the person) for appointment as

This recognition is issued subject to the conditions stipulated hereunder:—

- (i)
- (ii)

Station:

Date:

OFFICIAL SEAL

Signature of the Chief Inspector

FORM – 0-7

[Seerule 90 O (4)]

Form of Certificate of Recognition to an Institution as Occupational Health Laboratory

I,..... in exercise of the powers conferred on me under rule 90 O (4) of the Goa Factories Rules, 1985, hereby recognize (name of the institution) for providing Occupational Health Laboratory services for the purpose of carrying out tests, examinations and certification of the workers engaged in factories, as the case may be, located in the State of Goa.

This certificate is valid from to

This certificate is issued subject to the conditions stipulated hereunder:—

- (i) The tests, examination and certification shall be carried out in accordance with the provisions of the Act and the rules made thereunder.
- (ii) The tests, examination and certification shall be carried out by qualified person and authorized by the recognized laboratory.
- (iii) The laboratory recognized shall keep the Chief Inspector informed of the changes in the names, designations and qualifications of the persons authorized by it to carry out tests, examinations and certifications.
- (v) Statement of tests, examinations and certifications done shall be submitted to the Chief Inspector on quarterly basis in the format as may be specified.
- (vi)

Station:

Date:

OFFICIAL SEAL

Signature of the Chief Inspector.”.

22. Substitution of Forms .— In the principal Rules,—

(i) for Form No. 1, the following Form shall be substituted, namely:—

“
 Form fee Rs. 100/-
 to be paid by cash
 against receipt

Affix Court Fee Stamp
 of Rs. 10/-

FORM No. 1
 (Seerule 3)

Application for approval of plant to construct, extend or take into use any building as factory or revision in plant and Machinery layout

(1) Application for – (Tick one or more, as applicable)

- (a) Constructing a new building :
- (b) Extending the existing building :
- (c) Taking into use any building as a factory :
- (d) Revision in Plant and Machinery Layout :

(2) Applicant's/Occupier's details in block letters

- (a) Full Name :
- (b) Permanent Residential Address :

FAX:
 LANDLINE phone No.
 MOBILE phone No.

- (c) Local Residential Address (i):
- LANDLINE phone No.

(3) Full name and postal address of factory including phone No.

- (a) Name : M/s.
- (b) Address :
- FAX:
- LANDLINE phone No.

(4) Please indicate also the following details:—

- (a) Nearest police station :
- (b) Nearest railway station :
- (c) Nearest public hospital :

- (5) (a) Whether already registered as a factory : Yes/No
- (b) If yes,
- (i) Registration No. :
- (ii) Licence No. : GOA/.....
- (iii) Valid upto :
- (c) Does it fall in THE FIRST SCHEDULE : Yes/No
under section 2 (cb) of the Factories Act, 1948.
If yes,
- (i) State the category as per THE FIRST :
SCHEDULE of the Factories Act, 1948.
(Details given in Annexure VI hereto)
- (d) Dangerous Manufacturing Process or :
Operation carried on or to be carried on as per
rule 131 of the Goa Factories Rules, 1985.
(Details given in Annexure VII hereto)
- (e) Approval for Project/Proposal by High :
Powered Co-ordination Committee. (For new
and existing large factories)
- (f) N.O.C. from Directorate of Industries. (For :
new and existing micro, small or medium
factories)
- (g) N.O.C. from Local Authority i.e. Muni- :
cipality/Panchayat/Goa Industrial Development
Corporation along with photo copy of approved
plans. (For new and existing factories)
- (h) N.O.C. from Goa State Pollution Control :
Board as under:—
- (i) For new factories, Consent to Establish :
- (ii) For existing factories, Air and Water :
Consent to Operate and Hazardous
Waste Authorization
- (i) N.O.C. from Petroleum and Explosives :
Safety Organization in case of factories
using/manufacturing/storing explosives
or petroleum substances (For new and
existing factories)
- (j) N.O.C. from Directorate of Foods and Drugs :
Administration for pharmaceutical and
foods and drugs factories (For new factories)
- (k) N.O.C. from Captain of Ports/Marmugao Po rt :
Trust for shipyard, docks or any site near
river banks, sea, etc. (For new and existing
factories)

(6) Other Documents:

- (1) List of directors/partners in case of company/firm with their permanent address and telephone numbers. (For new factories and in case of existing factories if there is any change) :
- (2) Board Resolution appointing one of the Directors/Partners as Occupier of the factory. As per Annexure – I hereto. (For new factories and in case of existing factories if there is any change) :
- (3) Ownership documents of the premises i.e. Sale Deed/Lease Deed. (For new factories and in case of existing factories if there is any addition/deletion of plot or survey No.) :
- (4) List of raw material used in the manufacturing process. (For new factories and in case of existing factories if there is any change in raw material) :
- (5) List of finished products manufactured in the factory (For new factories and in case of existing factories if there is any change in finished product) :
- (6) Schematic flow chart of the manufacturing process. (For new factories and in case of existing factories if there is any change in manufacturing process) :
- (7) Brief description of the manufacturing process. (For new factories and in case of existing factories if there is any change in such process) :
- (8) List of chemicals/oils/ solvents/gases that are stored, produced or discharged to be given in Annexure – II hereto. (For new factories and in case of existing factories if there is any change thereto) :
- (9) Details of trade waste to be submitted as per Annexure–III. hereto. (For new factories and in case of existing factories if there is any change thereto) :
- (10) Statistical data to be submitted as per Annexure – IV hereto. (To be obtained from Architect /Engineer) :
- (11) Stability Certificate of the building/ /shed/structure/work of engineering construction. (To be obtained from Competent Person approved by Chief Inspector of Factories) :

- (12) Plans in duplicate in blue print/CAD print. (Refer Annexure V hereto for guidelines of plan preparation) :
- (13) Details of safety fittings, equipments, devices and the measures to be adopted with the list of protective wears :
- (14) (i) List of machineries/equipments with their power rating in HP/kilo watts. (For new factories and in case of existing factories if there is any change) :
- (ii) List of other power/ steam generating equipments along with their details :
- (15) List of raw materials imported indicating the name of the country from where it is imported and the quantity imported. (For new factories and in case of existing factories if there is any change) :
- (16) Risk Analysis Report in case of Major Accident Hazard installation/Chemical Unit. (For new factories and in case of existing factories if there is any change) :

Rubber stamp and signature of the Occupier:

Name of Occupier:
(in block letters)

Date:

Notes: (1) Applicant should be the occupier of the factory, as specified under the following circumstances:—

- (a) The proprietor of proprietary concern, or
 - (b) Anyone of the individual partners of the firm by consent from all other partners.
 - (c) One of the directors of the company nominated by Board of directors by resolution.
 - (d) The person appointed by notification to manage the affairs of the factory, owned or controlled by the Central Government or State Government or a local authority.
- (2) The application in this Form is not valid after 3 months from the date of submission, if plans are not approved.
- (3) Application made by a person other than the occupier of a factory will not be entertained.

QUESTIONNAIRE

- (1) Has the construction work been started? If yes, when? No Yes On
- (2) Has the construction work been completed? If yes, when? No Yes On

- (3) Has the manufacturing process commenced? If yes, when? No
 Yes On
- How many workers were employed on the first day of the manufacturing activity?
- (4) From which date you are employing more than 9 workers with the aid of power or more than 19 workers without the aid of power? From
- (5) What is/will be the maximum number of workers employed per day? (Maximum, counting all shifts in the entire factory) Male:
 F emale:
- (6) What is/will be the maximum number of workers working in the entire factory at any one time? Male:
 Female:
- (7) How many workers are engaged in each dangerous manufacturing process or operation specified in serial No. 5 (d) of the Application?
- | <u>Dangerous operations</u> | <u>Workers employed</u> |
|-----------------------------|-------------------------|
| (i) | |
| (ii) | |
| (iii) | |
| (iv) | |

Name and Signature of the Occupier

Date:

ANNEXURE - I

RESOLUTION

Extract of the Resolution passed in the Board of Directors Meeting held on

..... at

Resolved that Shri..... Director of the Company is nominated as 'Occupier' for the Company's factory at Plot No. Goa, for the purpose of the Factories Act, 1948 (Central Act No. 63 of 1948) and the Rules framed thereunder.

Certified by Company Secretary or Chairman.

ANNEXURE - II

Details of Oil/Solvents/Chemicals/Petroleum Products/Gases those are stored, produced or discharged

Sr. No.	Name of the raw material/chemical/solvent etc.	Physical state at ambient temp.	Maximum quantity stored at a time in factory	Type/Mode of storage	Flash point in °C	Flammability	Toxicity	Exposure	Method of handling during manufacturing process
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
	Raw materials								
	Intermediate products								
	Finished products								

NOTE:- The managements are advised to collect chemical data sheet from the Institute of Safety, Occupational Health and Environment on payment of specified charges.

Name and Signature of the Occupier

Date:

ANNEXURE - III

- (1) What is the nature of trade waste resulting from manu- : Solid Liquid Gases
facturing process? Its quantity per day
- (2) Physical/Chemical characteristics at the point of disposal :
outside factory?
- (3) What arrangement is made for the disposal of trade :
waste and effluents?
- (4) Whether arrangement is approved by the Pollution :
Control Board? If yes, enclose the copy of the approval
of the arrangements made for the disposal of trade waste
and effluents?

Name and Signature of the Occupier

Date:

ANNEXURE - IV
Statistical Data

Sr. No. of work room, office room, etc. marked on plan	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)
Sr. No. of work room, office room, etc. marked on plan	Name of room in factory	Length, breadth and height (all in metres of each room)	Total volume of each room in cubic metres	Total volume occupied by machinery of each room in cubic metres	Floor area occupied by machinery in square metres	Breathing space in cubic metres	No. & size of door	No. & sizes of window opening in the outer wall (at working level)	No. & size of ventilation & other roof opening (above working level)	Total area of windows and doors in the outer wall in square metres (8+9)	Total area of opening above working level in square metres	Maximum No. of persons who may be employed in the room at a time	Other remarks if any with respect of special arrangements made for ventilation

NOTE:- Breathing space of at least 14.2 cubic metres shall be provided for every worker employed in that room and no account shall be taken of any space which is more than 4.2 mts. above the level of the floor of the room, for calculating the breathing space.

Signature of Architect/Engineer preparing the plans

ANNEXURE - V

For reference of Occupier/Engineer/Architect-Guidelines for preparing plans

- (1) Should be submitted in blue print drawing or CAD print.
- (2) Should be in duplicate.
- (3) Should be signed by Occupier and the Engineer/Architect indicating his registration number with rubber stamp.
- (4) Should be drawn to scale, suitably dimensioned.
- (5) The site and block plan must be drawn to a scale of 1 cm = 5 mts. with North direction shown.
- (6) The scale of building plans, elevations, equipment, layout, cross sections, must be drawn to a scale of 1 cm = 1 mt.
- (7) All dimensions should be in metric systems.
- (8) Should be prepared by a person having requisite qualifications such as an Architect registered with the Institution of Architects or Registered Engineer. Name and address of the Engineer/Architect to be given.
- (9) Site plan should show immediate surroundings including adjacent buildings and other structures, roads, drains, etc., factory boundary should be shown in green including all its premises and precincts therein.

Layout Plans

- (10) Should show all the departments, sections, aisles, stairs, floor openings, pits, reservoir sumps, tanks, boiler house, coal yard, generator room, effluent plant, work benches, workshop, passageways through the working room, etc. giving access to the means of escape in the case of fire and emergency.
- (11) Should show placement of machinery and equipment, including lifting machines, pressure plants, furnace, etc., indicating the distance of at least 1 mt. between the machines, machines and adjacent walls, pillars, etc.
- (12) Should show location of all the statutory facilities like latrines, urinals and washing facilities, cloak room, canteen, rest/shelter room, lunch room, first aid room, drinking water centres, spittoons, etc., clearly marked and detailed plans with respect to each of these facilities.
- (13) Should show all figures, dimensions, specifications, distances and necessary schedules of doors and windows, machineries and equipments on plans at proper places.
- (14) Should show proposed changes of additions and alterations in the following distinctive colours:-
 - (i) Proposed extension in pink colour.
 - (ii) Proposed demolition in yellow colour.

Technical specifications for Factory Buildings**(1) SITE:**

While considering the factory site, it should be ensured that the proposed factory does not create any nuisance to the neighbourhood including adjacent industries or the general population. In case a factory generating trade waste and effluents, then the care should be taken to see that the same are disposed off in a manner approved by the Goa State Pollution Control Board.

In case of industrial units having a potential danger of creating a major hazard that the factory should ensure that there is a green zone/clear distance around the factory including as per the directions given by the Court in regard to location safety aspects of factories.

(2) FLOOR:

- (i) Floor should be cemented.
- (ii) There should be mastic flooring in flammable areas to eliminate sparks.

(3) HEIGHT:

- (i) Height of the building will vary depending upon the manufacturing process. However minimum height from floor to the lowest point of the roof should not be less than 3.75 mts.
- (ii) For spans of building upto 12 mts. the height shall not be less than 3.75 mts. for spans between 12-21 mts. the height shall not be less than 4.25 mts.
- (iii) In case of A/c rooms lesser height upto 2.12 mts. could be accepted depending upto the number of workers employed, size of the room, processes carried out, standby power supply, etc.

(4) WINDOWS AND SKYLIGHTS:

- (i) Sill height of windows at working level should not be more than 1 mt.
- (ii) Windows should be fully openable outwards.
- (iii) Should not be less than 152.5 x 91.5 cms.
- (iv) Distance between the centres of consecutive windows should not exceed 2.4 mts.
- (v) If natural lighting is inadequate, sufficient number of transparent sheets or glass tiles should be provided.
- (vi) For building over 3.75 mts. height, every additional 3.75 mts. height is considered as one floor for providing additional openings.

(5) DOORS:

- (i) Minimum size should be 205 cms. X 120 cms.
- (ii) Opening outside in the direction of nearest exit.

(6) EMERGENCY EXIT:

(See rule 73 (10) of the Goa Factories Rules, 1985)

- (i) At least one for every room.
- (ii) Should provide free and unobstructed passage.
- (iii) Travel distance to the exit should not be more than 30 mts.
- (iv) In case of those factories where high hazard materials are stored or used, the travel distance to the exit shall not exceed 22.5 mts.
- (v) If any part of the factory building is above or below the level of the ground floor, then two or more external, separate and substantial stairways of fireproof material should be provided at diagonally opposite levels to provide direct access to the ground floor.
- (vi) Stairway shall not have angle greater than 45° to the horizontal and width less than 90 cms.

(7) BREATHING SPACE:

Breathing space of 14.2 cubic mts./worker is required. Actual height upto 4.2 mts. should only be taken into account for calculating the breathing space (see Annexure - IV)

(8) OVERCROWDING:

- (i) Space for free movement.
- (ii) In power factories at least 3.3 sq. mts. space is required for each worker.
- (iii) Non-power factories, space required is 1.5 – 2.3 sq. mts. Space occupied by machinery and other fixtures not to be considered.
- (iv) For workers who squat on the floor and work, space required per worker is 1.47 sq. mts. in addition to the space required for free movement.

(9) SPACING OF MACHINERY:

Minimum 1 meter distance is to be allotted in between machinery and fixtures like planers, etc., whose traverse of the bed is towards the wall, then a clear space of at least 45 cms. between the wall and the maximum traverse of the bed with the largest size of the object to be turned should be left.

(10) VENTILATION:

(See rule 24 of the Goa Factories Rules, 1985)

- (i) Ventilation standard specified in the Act and the Rules thereunder shall generally be adhered to.
- (ii) Openings in the wall should be at least more than 15% of the floor area.
- (iii) Minimum air movement – 30 mts./min.
- (iv) (a) every 3.75 mts. height is considered as one floor area.
(b) only openable window area is taken in consideration for ventilation.
- (v) Ridge ventilators should be provided for the full length of the roof.
- (vi) Roof extractors, ventilation cowl to be provided.
- (vii) Openings or openable ventilators needed for each bay of north light roof.

(11) MEZZANINE FLOOR:

- (i) Sufficient head room over all working platforms needed.
- (ii) Platforms and stepways above floor level should be provided with hand rails on all the sides and toe boards.

(12) EXHAUST:

Effective dust/fume/heat extraction system is necessary for local exhaust wherever painting buffing, heat processes, etc., are involved. Details of systems adopted to remove heat, dust, fume, vapour, smoke, gases, air-borne contaminants, radio-active waste, etc., should be given and should be shown in plans.

(13) ILLUMINATION AND ELECTRICAL FITTINGS:

- (i) Standard of lighting should be as per ISI specifications (See Rule 37 of the Goa Factories Rules, 1985).
- (ii) All wiring should be of industrial type.
- (iii) Flame-proof wiring and fittings to be provided in explosive environment.

(14) SANITARY FACILITIES:

(See Rules 47 to 56 of the Goa Factories Rules, 1985)

- (i) Separately for male and female workers.
- (ii) Independent entry for male and female workers.
- (iii) Well distributed in convenient places.
- (iv) In following number:-
 - a) Latrines:
One for every 25 upto 100 workers and thereafter one for every 50 workers.
 - (b) Urinals:
One for every 50 upto 500 workers and thereafter one for every 100 workers.

(15) WASHING FACILITIES:

(See Rule 91 of the Goa Factories Rules, 1985)

- (i) Separately for male and female workers.
- (ii) Independent entry for male and female workers.
- (iii) Well distributed in convenient places.
- (iv) In following number:-

(a) Wash places:-

One for every 20 upto 200 workers and thereafter one for every 50 workers.

(b) Bathrooms:-

One for every 25 upto 100 workers and thereafter one for every 50 workers.

(16) ARRANGEMENT FOR DRYING OF WET CLOTHING AND KEEPING CLOTHING:

(Applicable to factories listed under rule 92 of the Goa Factories Rules, 1985)

Separately for male and female workers.

(17) CANTEEN:

(Applicable to factories employing 250 and more workers. See rule 96 of the Goa Factories Rules, 1985)

- (i) 1 sq. mt. per worker.
- (ii) To accommodate 30% workers working at a time.
- (iii) 15 mts. away from source of obnoxious dust, fumes, smoke, coal-stack, latrines, urinals, boiler house, ash dumps, noisy areas etc.
- (iv) Sufficiently lighted.
- (v) Floor and inside walls upto a height of 1.2 mts. from the floor should be of smooth and impervious material.
- (vi) Minimum height should be 3.75 mts.

(18) SHELTER/REST ROOM AND LUNCH ROOM:

(Applicable to those employing 150 and more workers). (See rule 103 of the Goa Factories Rules, 1985)

- (i) In addition to dining hall required under section 46.
- (ii) 1.12 sq. mts. of floor area per worker.
- (iii) Heat resistant material for wall and roof.
- (iv) Minimum height should be 3.75 mts.

(19) CRECHE:

(Applicable when female employment is 30 and more. See Rule 104 of the Goa Factories Rules, 1985)

- (i) 2 sq. mts. of floor area for child required.
- (ii) Washing arrangement for children.
- (iii) Sanitary facilities.
- (iv) Cupboard for storage.
- (v) Room for the nurse.
- (vi) Playground suitably fenced.

- (vii) Arrangement for storing milk, food, etc.
- (viii) Mother's feeding room.
- (ix) Minimum height should be 3.75 mts.
- (x) Shall be away from source of obnoxious dust, fumes or smoke, coal stack, latrines, urinals, boiler house, ash dumps, noisy areas, etc.

(20) AMBULANCE ROOM:

(Applicable when 500 and more workers are employed.) (See rule 95 of the Goa Factories Rules, 1985)

- (i) Minimum area 24 sq. mts.
- (ii) Floor and walls of smooth, hard and impervious material.
- (iii) Doctor's examination room.
- (iv) Sitting room for visitors.
- (v) Latrines, urinals and wash places.

(21) DRINKING WATER:

(See rule 41 to 46 of the Goa Factories Rules, 1985)

- (i) 5 lts./worker/day.
 - (ii) Public water supply.
- OR
- (iii) Any other source approved by Health Authorities.
 - (iv) One water centre for every 150 workers.
 - (v) One on each floor.

(22) FIRE FIGHTING ARRANGEMENT:

(See rule 73 of the Goa Factories Rules, 1985)

- (i) Fire hydrant in the form of 15 cms. diameter pipe to supply 500 lts. of water per minute, at a pressure not less than 7 kgs./sq. cms., to give flow for 100 minutes. Hydrant point shall be positioned at convenient location from store and other areas.
- (ii) Fire extinguishers, fire buckets, etc.

(23) DECONTAMINATION FACILITIES:

Decontamination facilities should be provided in accordance with rule 90 Q of the Goa Factories Rules, 1985.

ANNEXURE - VI

THE FIRST SCHEDULE

[See section 2(cb) of the Factories Act, 1948]

List of Industries involving hazardous processes

- (1) Ferrous Metallurgical Industries
 - Integrated Iron and Steel
 - Ferro-alloys
 - Special Steels
- (2) Non-ferrous Metallurgical Industries
 - Primary Metallurgical Industries, namely, zinc, lead, copper manganese and aluminium
- (3) Foundries (ferrous and non-ferrous)
 - Castings and forgings including cleaning or smoothing/roughening by sand and shot blasting.

- (4) Coal (including coke) Industries
 - Coal, Lignite, Coke, etc.
 - Fuel Gases (including Coal gas, Producer gas, Water gas)
- (5) Power Generating Industries.
- (6) Pulp and paper (including paper products) Industries
- (7) Fertilizer Industries
 - Nitrogenous
 - Phosphatic
 - Mixed
- (8) Cement Industries
 - Portland Cement (including slag cement, puzzolona cement and their products)
- (9) Petroleum Industries
 - Oil Refining
 - Lubricating Oils and Greases
- (10) Petro-chemical Industries
- (11) Drugs and Pharmaceutical Industries
 - Narcotics, Drugs and Pharmaceuticals
- (12) Fermentation Industries (Distilleries and Breweries)
- (13) Rubber (Synthetic) Industries
- (14) Paints and Pigment Industries
- (15) Leather Tanning Industries
- (16) Electro-plating Industries
- (17) Chemical Industries
 - Coke Oven by-products and Coaltar Distillation Products
 - Industrial Gases (nitrogen, oxygen, acetylene, argon, carbon-dioxide, hydrogen, sulphur-dioxide, nitrous oxide, halogenated hydro-carbon, ozone etc.)
 - Industrial Carbon
 - Alkalies and Acids
 - Chromates and dichromates
 - Leads and its compounds
 - Electrochemicals (metallic sodium, potassium and magnesium, chlorates, perchlorates and peroxides)
 - Electrothermal produces (artificial abrasive, calcium carbide)
 - Nitrogenous compounds (cyanides, cyanamides and other nitrogenous compounds)
 - Phosphorous and its compounds
 - Halogens and Halogenated compounds (Chlorine, Fluorine, Bromine and Iodine)
 - Explosives (including industrial explosives and detonators and fuses)
- (18) Insecticides, Fungicides, Herbicides and other Pesticides Industries
- (19) Synthetic Resin and Plastics
- (20) Man-made Fibre (Cellulosic and non-cellulosic) Industry
- (21) Manufacture and repair of electrical accumulators
- (22) Glass and Ceramics
- (23) Grinding or glazing of metals
- (24) Manufacture, handling and processing of asbestos and its products
- (25) Extraction of oils and fats from vegetable and animal sources

- (26) Manufacture, handling and use of benzene and substances containing benzene
- (27) Manufacturing processes and operations involving carbon disulphide
- (28) Dyes and Dyestuff including their intermediates
- (29) Highly flammable liquids and gases.

ANNEXURE - VII

(See rule 131 of the Goa Factories Rules, 1985)

Schedules to said rule 131	Dangerous manufacturing processes or operations
(1) Schedule I	Manufacture of aerated water and processes incidental thereto.
(2) Schedule II	Electrolytic plating or oxidation of metal articles by use of an electrolyte containing chromic acid or other chromium compounds.
(3) Schedule III	Manufacture and repair of electric accumulators.
(4) Schedule IV	Glass manufacture.
(5) Schedule V	Grinding or glazing of metals.
(6) Schedule VI	Manufacture and treatment of lead and certain compounds of lead.
(7) Schedule VII	Generating petrol gas from petrol.
(8) Schedule VIII	Cleaning or smoothing, roughening, etc. of articles by a jet of sand, metal shot or grit or other abrasive propelled by a blast of compressed air or steam.
(9) Schedule IX	Liming and tanning of raw hides and skins and processes incidental thereto.
(10) Schedule X	Certain lead processes carried on in printing presses and type foundries.
(11) Schedule XI	Manufacture of pottery.
(12) Schedule XII	Chemical works.
(13) Schedule XIII	Manufacture of articles from refractory materials.
(14) Schedule XIV	Handling and processing of asbestos, manufacture of any article of asbestos and any other process of manufacture or otherwise in which asbestos is used in any form.
(15) Schedule XV	Handling or manipulation of corrosive substances.
(16) Schedule XVI	Processing of cashew-nuts.
(17) Schedule XVII	Compression of oxygen and hydrogen produced by the electrolysis of water.
(18) Schedule XVIII	Process of extracting oils and fats from vegetables and animal sources in solvent extraction plants.
(19) Schedule XIX	Manufacture or manipulation of manganese and its compounds.
(20) Schedule XX	Manufacture or manipulation of dangerous pesticides.
(21) Schedule XXI	Manufacture, handling and usage of benzene and substances containing benzene.
(22) Schedule XXII	Manufacturing process or operations in carbon disulphide plants.
(23) Schedule XXIII	Manufacture or manipulation of carcinogenic dye intermediates.
(24) Schedule XXIV	Operations involving high noise levels.
(25) Schedule XXV	Manufacture of Rayon by Viscose Process.
(26) Schedule XXVI	Handling and Processing of Highly Flammable liquids and flammable compressed Gases.
(27) Schedule XXVII	Operations in Foundries.
(28) Schedule XXVIII	Fireworks manufactories and match factories.
(29) Schedule XXIX	Manipulation of stone or any other material containing free silica.”.

(ii) For Form No. 34, the following Form shall be substituted, namely:—

“FORM No. 34

[See rule 136(a)]

Annual Returns

For the year ending 31st December, 20.....

(A copy of this return should be sent to the prescribed authorities positively by 31st January of the succeeding year)

PART - A

(Under the Factories Act, 1948)

- (1) (a) Registration number of the factory :
- (b) Licence number of the factory :
- (c) Section of the Act under which the factory is covered :
 - Section 2 (m) (i)
 - Section 2 (m) (ii)
 - Section 85-Chemical
 - Section 85-non-chemical
- (2) Name of the factory :
- (3) Name of the Occupier :
- (4) Name of the Manager :
- (5) District :
- (6) Full postal address of the factory including pin code :
- (7) Industry :
 - (a) (1) Nature of industry (mention what is actually manufactured, including repairs of all types, following the National Industrial Classification, 1987 at the 4 digit level) :
 - (2) NIC code number (4 digit) (As given in the licence) :

--	--	--	--
 - (b) Sector of industry. Please tick the appropriate box (See Explanatory Note 'A') :
 - Public sector
 - Joint sector
 - Co-operative sector
 - Private sector

(c) In case the factory is a Major Accident Hazard (MAH) Installation, furnish the following information (See Explanatory note 'AA') :

	Name of the MAH substance (See Explanatory Note 'BB')	Quantity	
		In stock	In process
(1)			
(2)			
(3)			

- (8) (a) Number of days the factory worked in the year (See Explanatory note 'B') :
- (b) Number of weeks the factory worked in the year :

Number of workers and particulars of employment

- (9) Number of man-days worked (i.e. aggregate number of attendance) during year (See Explanatory note 'C')

(a) Adults	(i) Male	:
	(ii) Female	:
(b) Young person	(i) Male	:
	(ii) Female	:
	Total	:

- (10) Average number of workers employed daily i.e. Man-days worked divided by number of days worked (See Explanatory note 'D')

(a) Adult	(i) Male	:
	(ii) Female	:
(b) Young person	(i) Male	:
	(ii) Female	:
	Total	:

- (11) Total number of man-hours worked including overtime excluding rest intervals (See Explanatory note 'E')

(a) Adults	(i) Male	:
	(ii) Female	:
(b) Young person	(i) Male	:
	(ii) Female	:
	Total	:

- (12) Average number of hours worked per week

$$\left[\frac{\text{i.e. Total man-hours worked}}{(\text{Average daily employment}) \times (\text{Number of weeks of the factory worked})} \right]$$

(See Explanatory note 'F')

(a) Adults	(i) Male	:
	(ii) Female	:
(b) Young person	(i) Male	:
	(ii) Female	:

(13) In respect of factories carrying on processes or operations declared dangerous under section 87, of the Factories Act, 1948 furnish the following information (See Explanatory note 'G')

Name of dangerous process or operation carried on (See Explanatory note 'G')	Average number of persons employed daily in each of the process or operation given (See Explanatory note 'D')	Number of persons			
		Medically examined		Declared unfit	
		Male	Female	Male	Female
1	2	3	4	5	6
(i)					
(ii)					
(iii) etc.					

(14) In respect of factories carrying on 'hazardous process' as defined in section 2 (cb), of the Factories Act, 1948 furnish the following information (See Explanatory note 'H')

Name of the industry as per First Schedule:

Name of hazardous process (See Explanatory note 'I')	Average number of persons employed daily in each of the process or operation given (See Explanatory note 'D')	Number of persons			
		Medically examined		Declared unfit	
		Male	Female	Male	Female
1	2	3	4	5	6
(i)					
(ii)					
(iii) etc.					

Leave with wages

(15) Total number of workers employed during the year (See Explanatory note 'J')

- (a) Adults (i) Male :
- (ii) Female :
- (b) Young person (i) Male :
- (ii) Female :

(16) Number of workers who were entitled to annual leave with wages during the year

- (a) Adults (i) Male :
- (ii) Female :
- (b) Young person (i) Male :
- (ii) Female :

(17) Number of workers who were granted 'Leave' during the year (See Explanatory note 'K')

- | | | |
|------------------|-------------|---|
| (a) Adults | (i) Male | : |
| | (ii) Female | : |
| (b) Young person | (i) Male | : |
| | (ii) Female | : |

(18) (a) Total number of workers discharged/ :
/dismissed from the service/quit
employment/superannuation/died
while in service during the year

(b) Number of workers in respect of :
whom wages in lieu of leave were
paid

Safety Officers

(See Explanatory note 'L')

(19) (a) Is the factory required to appoint : Yes No
Safety Officer(s) under section
40B of the Act and the rules
made thereunder

(b) Number of Safety Officers appointed?

Health and Safety Policy

Information to be furnished only by —

(a) Factories covered under section 2(cb) or section 87 of the Act, and

(b) Factories other than (a) but employ ordinarily, in case of factories registered under—

(i) section 2m (i), 50 or more workers; and

(ii) section 2m (ii); 100 or more workers.

(20) Has the factory formulated health and : Yes No
safety policy?

Safety Committee

(Information to be furnished only by (i) factories carrying on hazardous process or dangerous operations, and (ii) other factories employing 100 or more workers)

(21) (a) Is safety committee appointed? : Yes No
(b) If more than one committee exists,
give numbers.

Emergency Plan

Information to be furnished by factories covered under section 2(cb) (See Explanatory note 'M')

(22) Has the factory got an on-site emergency:
plan?

Medical Facilities

(23) Information to be furnished only by —

(a) Factories employing 200 or less persons covered under sections 2(cb) of the Act:—

(i) Number of Factory Medical Officers :
(appointed on retain ership basis or
part-time basis)(ii) Number of ambulance vans :
available with the factory
directly or factory arrangement(iii) Number of Occupational Health :
Centres provided

(b) Factories employing above 200 workers covered under section 2(cb):—

(i) Number of full time Factory Medical :
Officers(ii) Number of ambulance vans available :
with the factory directly or factory
arrangement(iii) Number of Occupational Health :
Centres provided

(c) Factories other than (a) and (b) above and employing 500 or more workers:—

(i) Number of full time Factory :
Medical Officers(ii) Number of ambulance vans available :
with the factory directly or factory
arrangement(iii) Number of ambulance rooms :
provided**Competent Supervisor**

(See Explanatory note 'N')

[Information to be furnished only by factories covered under section 2(cb) of the Act]

(24) (a) Number of competent supervisors :
appointed(b) Number of competent supervisors :
who have received safety training
as required under rule 90-S**Canteen**(25) (a) Is there a canteen provided in the :
factory as required under section
46 of the Act (Only those factories
will furnish information wherein
more than 250 workers are ordinarily
employed)

Yes

No

(b) Is the canteen provided is managed or run

- (i) Departmentally or : Yes No
- (ii) Through a contractor : Yes No

Shelter or Rest Rooms and Lunch Rooms

(Only those factories will furnish information wherein 150 or more workers are ordinarily employed)

(26) As required under section 47 of the Act—

- (a) Are there adequate and suitable :
shelters or rest rooms provided in
the factory?
- (b) Are there adequate and suitable :
lunch rooms provided in the factory
(any canteen maintained in comp-
liance with section 46 of the Act
will be accepted here also)

Crèches

(27) Is there a crèche provided in the factory :
as required under section 48 of the
Act (Only those factories will furnish
information wherein more than 30 women
workers are ordinarily employed)

Welfare Officers

- (28) (a) Number of Welfare Officers required :
under section 49 of the Act (Only
those factories will furnish infor-
mation wherein 500 or more workers
are ordinarily employed)
- (b) Number of Welfare Officers :
actually appointed

(29) (a) Accident and Dangerous Occurrences resulting into death or bodily injury:

Categories	Accident and Dangerous Occurrence involving								
	Fatal Injuries			Non-fatal injuries See Explanatory note 'P'(2)			Fatal injuries and Non-fatal injuries		
	Number of			Number of			Total Number of		
Accidents/ Occurrences	Persons died		Persons injured			Persons injured and died			
	Inside the Factory	Outside the Factory [See Explanatory note 'P' (3)]	Accidents/ Occurrences	Inside the Factory	Outside the Factory	Accidents/ Occurrences (2+5)	Inside the Factory (3+6)	Outside the Factory (4+7)	
1	2	3	4	5	6	7	8	9	10

1	2	3	4	5	6	7	8	9	10
(1) Accidents including dangerous occurrence resulting in death or bodily injury.									
(2) Dangerous occurrence resulting in death or bodily injury.									

(b) Dangerous occurrence which does not result in death or bodily injury. [See Explanatory note 'P'(1)].

Category	Number
Dangerous occurrence which does not result in death or bodily injury	

(c) For injuries occurring inside the factory:

Number of injuries occurring in								
Hazardous process specified under section 2(cb) of the Act			Dangerous operations specified under section 87 of the Act			Others		
Number of			Number of			Number of		
Accidents	Persons injured		Accidents	Persons injured		Accidents	Persons injured	
	Fatal	Non-fatal		Fatal	Non-fatal		Fatal	Non-fatal
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

(d) (i) Non-fatal injuries (workers injured) :
 during the year in which injured workers returned to work during the same year.

(aa) Number of injuries :

(bb) Man-days lost due to injuries :

(ii) Non-fatal injuries (workers injured) :
 occurring in the previous year in which injured workers returned to work during the year to which this return relates

- (aa) Number of injuries :
 (bb) Man-days lost due to injuries :
 (this should be the total man-days
 lost during the previous year as well
 as in the current year)
- (e) Non-fatal injuries occurring in the :
 year in which injured workers did
 not return to work during the year
 to which this return relates
- (aa) Number of injuries :
 (bb) Man-days lost due to injuries :

 PART - B

(Under the Payment of Wages Act, 1936)

- (30) (i) Number of Man-days worked (i.e. aggregate number of attendance) during the year for persons earning wages which do not exceed the wage limit specified in sub-section (6) of section 1 of the Payment of Wages Act, 1936 (4 of 1936), as amended from time to time, per month (See Explanatory note 'C')
- (a) Adult :
 (b) Young person :
 Total :
- (ii) Average number of workers employed daily (i.e. man-days worked divided by number of days worked) for persons earning wages which do not exceed the wage limit specified in sub-section (6) of section 1 of the Payment of Wages Act, 1936 (4 of 1936), as amended from time to time, per month (See Explanatory note 'D')
- (a) Adult :
 (b) Young person :
 Total :

(31) 'Total wages paid' including 'Deductions' under section 7 (2) of the Payment of Wages Act, 1936 (4 of 1936) for persons earning wages which do not exceed the wage limit specified in sub-section (6) of section 1 of the Payment of Wages Act, 1936 (4 of 1936), as amended from time to time, per month on the following accounts.

- (a) Basic wages only Rs.
 (b) Dearness allowances Rs.
 (c) Composite wages (i.e. if Rs.
 combined Basic wage and
 dearness allowance paid)
 (d) Overtime wages Rs.
 (e) Non-profit sharing bonus Rs.
 (f) Any other bonus (other Rs.
 than profit sharing bonus)
 Forming part of wages as
 defined under the Act
 (g) Any other amount paid in Rs.
 cash which may form Part
 of wages as defined under
 the Act (please specify)

- | | |
|---|-----|
| (h) Arrears of pay in respect of previous year paid during the year | Rs. |
| (i) Total wages paid (total) of (a+b) or (c+d+e+f+g+h) | Rs. |

(32) 'Gross amount paid' as remuneration to persons earning wages which do not exceed the wage limit specified in sub-section (6) of section 1 of the Payment of Wages Act, 1936 (4 of 1936), as amended from time to time, per month including 'deductions' under section 7(2) of the said Act, 1936 on the following accounts:

- | | |
|---|-----|
| (a) 'Total wages paid' (item 32) during the year | Rs. |
| (b) 'Bonus paid' during the year (include arrears also, if paid during the year. This is statutory bonus as well as Profit Sharing Bonus) | Rs. |
| (c) 'Amount of Money Value of Concession' [See Explanatory note Q] given during the year. | Rs. |

Certified that the information furnished above is, to the best of my knowledge and belief, correct.

Date:

Signature of the manager
Name (in block letters)
Address & telephone No.

EXPLANATORY NOTES

A. "Establishment in Public Sector" means an establishment owned, controlled or managed by (i) The Government or the Department of the Government, or (ii) a Government Company as defined in section 2(45) of the Companies Act, 2013 (18 of 2013), or (iii) a Corporation established under Central or State Act, which is owned, controlled or managed by the Government or (iv) a Local Authority.

"Establishment in Joint Sector" means an establishment managed jointly by the Government and Private Entrepreneur.

"Establishment in Private Sector" means an establishment which is not an establishment in Public Sector or Joint Sector or Co-operative Sector.

AA. "Major Accident Hazard (MAH) Installations" means isolated storage and industrial activity at a site handling (including transport through carrier or pipeline) of hazardous chemicals equal to or, in excess of the threshold quantities specified in column 3 of schedules 2 and 3 respectively of the Manufacture, Storage and Import of Hazardous Chemicals Rules, 1989, as amended from time to time.

B. (1) "Working day" should be taken to be a day on which although no manufacturing process was carried on but more than 50% of the workers (preceding the date under consideration) were deployed on maintenance and repair work, etc. on closed days. Days on which the factory was closed for whatever cause and days on which no manufacturing process was carried on should not be treated as working days.

(2) "Seasonal Factory" means a factory which is exclusively engaged in one or more of the following manufacturing processes, namely, cotton ginning, jute or cotton pressing, decortication of groundnuts, the manufacturing of coffee, indigo, lac, rubber, sugar (including gur) or tea or any manufacturing process which is incidental to or connected with any of the aforesaid processes and includes a factory which is engaged for a period not exceeding seven months in a year—

- (a) in any process of blending, packing or repacking of tea or coffee; or
- (b) in such other manufacturing process as the Central Government may, by notification in the Official Gazette, specify.

For seasonal factories, information about working season and off-season should be given separately.

(3) The expression “manufacturing process” and “power” shall have the meanings respectively assigned to them in the Factories Act, 1948 (Central Act 63 of 1948).

BB. “major Accident hazard (MAH) substance” means any hazardous chemical equal to or in excess of the threshold quantities specified in column 3 of schedules 2 and 3 of the Manufacture, Storage and Import of Hazardous Chemicals Rules, 1989.

C. Man-days working should be the aggregate number of attendance of all the workers, covered under the Act, in all the working days. In reckoning attendance, attendance by the temporary as well as permanent employees should be counted, and all employees should be counted, and all employees should be included, whether they are employed directly or under contractors (Apprentices, who are not covered under Apprentices Act, 1961, are also to be included). Attendance on separate shifts (e.g. night attendance and day shifts) should be counted separately. Partial attendance for less than half a shift on a working day should be ignored while attendance for half a shift or more on such day should be treated as full attendance.

D. The average number of workers employed daily should be calculated by dividing the figures of “man-days worked” by number of days worked in the year. For seasonal factories, the Average number of workers employed daily during the working season and off-season should be given separately.

E. The “Total number of Man-hours worked” should be the TOTAL ACTUAL HOURS WORKED BY ALL the workers during the year excluding rest intervals but including overtime worked.

F. The “Average Number of Hours worked per week” should be calculated by dividing the “Total number of Man-hours worked” by the product of “Average number of workers employed daily” in the factory during the year (item 10) and 52 (i.e. number of weeks during the year). In other words, item 11 divided by (item 10x52)= item 12. In case the factory has not worked for the whole year, the number of weeks during which the factory worked should be used in the place of figure 52. For seasonal factories, the “Average Number of Hours Worked per week” during the working season and off-season should be given separately.

G. All such “Dangerous Processes or Operations” as specified and declared in the Rules framed under section 87 of the Factories Act, 1948 should be checked. If the factory or even a part of the factory submitting returns falls under this section or rules, the fact should be mentioned against this item and requisite information furnished accordingly.

H. All such ‘Hazardous Process’ in relation to the industries specified in the First Schedule to the Factories Act, 1948 and defined under section 2 (cb) of the Act should be checked. If a factory or even a part of the factory submitting returns, fails under this section, the fact should be mentioned against this item and requisite information furnished accordingly.

I. There may be number of ‘hazardous processes’ being carried on in any one industry specified in the First Schedule to the Act. All such processes should be given individually in this table.

J. All persons who have been on roll even for a single day during the year should be taken and that a particular worker is counted once only.

K. A particular worker is to be counted once only even if the same worker has been granted leave more than once during the year.

L. In every factory, wherein 1000 or more workers are ordinarily employed or wherein the factory is carrying on any hazardous process defined in section 2 (cb) or wherein the factory is categorized as "Major Accident Hazard" under the Manufacture, Storage and Import of Hazardous Chemicals Rules, 1989 as amended from time to time, the occupier shall employ the required number of Safety Officers with prescribed qualifications. The term 'Ordinarily Employed' would mean the total number of workers working in all the shifts and the employment should be for over 50% of the working days of the establishment in the year.

M. The occupier of every factory where a 'hazardous process' takes place or where hazardous substances are used or handled shall, with the approval of Chief Inspector of Factories, draw up an on-site emergency plan for this factory and make known to the workers employed therein the safety measures required to be taken in the event of an accident taking place. The District/local authority shall prepare disaster plan for area based on on-site plans of individual units.

N. All persons who are required to supervise the handling of 'hazardous substance' shall possess:—

(a) Degree in Chemistry or Diploma in Chemical Engineering or Technology with five years experience; or

(b) Master's Degree in Chemistry or a Degree in Chemical Engineering or Technology with 2 years experience.

The experience stipulated above shall be in process operation and maintenance in Chemical Industry.

O. The expression "young person" shall have the meaning assigned to it in the Factories Act, 1948 (Central Act 63 of 1948).

P. (1) Dangerous Occurrence – The following classes of occurrences are dangerous occurrences—

(a) Bursting of plant used for containing or supplying steam under pressure greater than atmospheric pressure.

(b) Collapse or failure of a crane, derrick, winch, hoist or other appliances used in raising or lowering persons or goods, or any part thereof, or the overturning of a crane.

(c) Explosion, fire bursting out, leakage or escape of any molten metal, or hot liquor or gas causing bodily injury to any person or damage to any room or place in which persons are employed, or in fire in rooms of cotton pressing factories when a cotton opener is in use.

(d) Explosion of a receiver or container used for the storage at a pressure greater than atmospheric pressure of any gas or gases (including air) or any liquid/solid resulting from the compression of gas.

(e) Collapse or substance of any floor, gallery, roof, bridge, tunnel, chimney, wall, building, or any other structure.

(2) Only such injuries which prevented workers from working for a period of 48 hours or more immediately following the accident or the dangerous occurrence should be reported as non-fatal injuries.

(3) Fatal/non-fatal injuries "Outside the factory" means an injury or death caused outside the factory premises resulting from the accident or the dangerous occurrence inside the factory premises.

Q. The money value of concession is the cost of value of the next cost of the concession, as the case may be, in respect of all supplies made and all services rendered individually, free of cost. In case of concessional sale of essential commodities to the employees, the difference between the purchase price paid by the employer and the actual price paid by the employees is to be taken as the basis for computing the 'Money Value of Concession.'

By order and in the name of the Governor of Goa.

S. M. *Paranjape*, Chief Inspector & ex officio Joint Secretary (Factories and Boilers).

Panaji, 29th December, 2014.