

GOVERNMENT OF INDIA
MINISTRY OF LABOUR AND EMPLOYMENT

New Delhi, the 22nd September 2025

NOTIFICATION

G.S.R.(E).—The following draft rules, which the Central Government proposes to make in exercise of powers conferred by Sections 23 & 24 of the Occupational Safety, Health and Working Conditions Code, 2020 (37 of 2020) are hereby notified as required by sub-section (1) of Section 134, for information of all persons likely to be affected thereby and notice is hereby given that the said draft notification will be taken into consideration after the expiry of a period of 45 days from the date on which the copies of the Official Gazette in which this notification is published are made available to the public. Objections and suggestions, if any, may be addressed to Shri Ravishankar Nirala, Under Secretary to the Government of India, Ministry of Labour and Employment, Room No: 17, Shram Shakti Bhawan, Rafi Marg, New Delhi or by email (fasli@dgfasli.nic.in and ravis.nirala@nic.in). The objections and suggestions should be sent in a proforma containing columns (i) specifying the name and address of the persons and organizations and column (ii) specifying the rule or sub-rule which is proposed to be modified and column (iii) specifying the revised rule or sub rule proposed to be submitted and the reasons therefore. Objections and suggestions, which may be received from any person or organization with respect to the said draft notification before expiry of a period of 45 days, specified above, will be considered by the Central Government.

Draft Rules prescribed under section 23 & 24 of the OSH&WC Code, 2020 for factory workers.

- 1. Short title, extent and commencement** (i) These rules may be called the Factories Workers Rules, 202... under Section-23 & 24 of the Occupational Safety, Health, And Working Conditions Code, 2020.
(ii) They extend to whole of India.
(iii) They shall come into force on the date of their publication in the Official Gazette on the date of commencement of the Occupational Safety, Health and Working Conditions Code, 2020.

2. Definition. - (1) In these rules, unless the context otherwise requires, -

- (a) "Code" means the Occupational Safety, Health and Working Conditions Code, 2020;

(b) "Officer In charge Canteen" means the person (other than manager) appointed by the occupier, owner for agent or securing compliance with the provision in respect of canteens under the code.

(c) "Section" means the Section of the Code.

(d) "Annexure" means list annexed to these rules;

(2) The words and expressions used in these Rules and are not defined herein, but are in the Code, shall have respectively meaning assigned to them in the Code.

3. Cleanliness and hygiene under clause (i) of sub-section (2) of section 23: Occupier of every factory shall ensure that: -

(1) All workplaces, workrooms, passageways, staircases, storerooms and service rooms are kept in sanitary and hygienic condition.

(2) Surfaces of walls and ceilings, including windows and skylights, are always kept clean and maintained in a hygienic condition.

(3) The floor of every workroom is maintained in a clean and, so far as is reasonably practicable, dry and non-slippery condition.

(4) Where wet work processes are carried out—

(i) effective drainage is maintained;

(ii) false floors, platforms, mats or other dry standing places are provided; and

(iii) suitable anti-skid footwear for use while at work in such place are provided without expense to the employees.

(5) Workrooms are cleaned as often as required by the nature of the work carried on.

(6) As far as practicable, sweeping and cleaning are done—

(i) during intervals between work; and

(ii) in such a manner as to prevent the raising of dust.

(7) Where, for technical reasons, cleaning must be carried out during working hours, appropriate means are used and precautions are taken to avoid contamination of the air with dust or other obnoxious substances.

(8) Suitable arrangements for daily collection, storage, disposal or treatment of every type of waste are made under the effective supervision.

4. Ventilation, Temperature and Humidity under clause (ii) of sub-section (2) of section 23:

Occupier of every factory shall ensure that: -

- (1) Suitable atmospheric conditions are maintained in workplaces, by natural or artificial means, to avoid insufficient air supply, stagnant or vitiated air, harmful draughts, excessive heat or cold, sudden variations in temperature, and where practicable, having regard to the nature of the processes carried on, to avoid excessive humidity or dryness, and objectionable odours.
- (2) Steps are taken as are necessary to provide at all workplaces of the factory, adequate ventilation to clear away smoke and fume, steam and dust, to dilute gases that are inflammable or noxious so as to render them harmless.
- (3) Adequate and sufficient measures are taken to protect the employees from exposing to extreme weather conditions by suitably changing the working hours, providing protective clothes or other suitable provisions, as necessary free of charge.
- (4) Where an adequate supply of fresh air cannot be obtained by natural ventilation, or where it is difficult to get the desired amount of air to the workroom without creating uncomfortable draughts near the inlets, mechanical ventilation is provided.
- (5) Where Local heating apparatus, as may be necessary owing to the nature of work, are installed in workrooms, the layout of the apparatus in the room shall be such that combustion gases are prevented from entering the atmosphere of the room.
- (6) Temperature suitable for the type of work performed is maintained in workrooms and the degree of humidity be maintained for comfort of the workers.
- (7) Where owing to the nature of work, excessive high temperatures are generated, all employees shall be protected, either by heat insulation of the equipment or by other suitable means, against heat radiation and excessive temperature generated due to steam or hot-water pipes or other hot surfaces.

5. Precaution against dust under clause (iii) of sub section (2) of section 23 – Occupier of every factory shall ensure that: -

- (1) Wherever exhaust systems for removal of flammable fumes, gases, mists, vapors or residues are required to be installed, they are not to be connected to any other ventilating system or discharged into a chimney or flue used for conveying gases of combustion.
- (2) When fumes, gases, mists, vapors, dust and other refuse discharged from exhaust systems is likely to have adverse effect on the health or noxious for the employees or the neighborhood, the exhaustion shall be effected through a system that neutralizes toxic substances, sterilize infectious substances and deodorize fumes, gases, mists or vapors.
- (3) No employee is required or allowed to enter any workplace or confined space until practicable measures have been taken to bring the levels of noxious gas, fume, vapour or dust, which may be present, within the permissible limits.

6. Artificial humidification under clause (iv) of sub section (2) of section 23— Occupier of every factory, where artificial humidification is used for the manufacturing process, shall ensure that: -

- (1) If employees are exposed in all or some of their tasks to extreme heat and high humidity, and the hazard cannot be eliminated, then the risks to safety and health shall be assessed and the controls necessary to reduce the hazard or risks shall be effected.
- (2) The above risk assessment takes into account including the use of protective clothing against hazardous substances that can increase the risk of heat stress, and also that respiratory protectors are uncomfortable and less likely to be used in extremely hot working environments.
- (3) Where part of the risk arises from the metabolic heat produced during work or from direct exposure to sunlight and high outdoor air temperatures, and when other methods of eliminating the risk are impracticable, a work-rest cycle for exposed employees, preferably in a shaded, air-conditioned or cooler resting space shall be provided to allow the employee to recover.
- (4) To maintain hydration, sufficient quantities of drinking water, with the proper electrolytes, where appropriate, are provided at easily accessible places.
- (5) Where a residual risk of heat stress remains even after all the practical control measures have been taken, employees are to be adequately supervised so that they can be withdrawn from the hot and humid conditions if symptoms occur. Also, that first-aid facilities, and staff is trained in the use of such facilities, are available.
- (6) Employees exposed to extreme hot and humid conditions are instructed and trained:
 - (i) to recognize symptoms which may lead to heat stress, in themselves or others, and the steps to be taken to prevent onset and or emergencies; and
 - (ii) in the action to be taken in the event of the increased risk of accidents because of high temperatures or humidity.
- (7) Tests for determining the relative humidity of the air are carried out and recorded and if humidity level of the air is found to be harmful to the health of employees, it is artificially regulated in such a manner that humidification and temperature do not cause discomfort to employees and the water used for the purpose is taken from public supply or other source of drinking water or is purified before it is so used.
- (8) Instruments for measurement and recording of humidity and temperature at appropriate location are provided and maintained.

7. Potable drinking water - under clause (v) of sub-section (2) of section 23: -Occupier of every factory shall ensure that: -

- (1) Adequate supply of clean, wholesome and safe drinking water is provided for, and be readily accessible to, all employees in all workplaces.
- (2) Any supply of drinking water other than the piped supply is contained in suitable vessels clearly marked or displayed in Hindi, English and local language understood by the majority of the employees, to indicate that the water is safe for drinking and such supply is replenished daily and all necessary precautions are taken to preserve the water and vessels from contamination;
- (3) Except where the water is delivered by a rising jet, the use of common drinking tumblers or cups is prohibited.
- (4) Where water is unsafe for drinking purposes, or is provided for use in industrial processes or other purposes, it is to be so indicated in Hindi, English and local language understood by the majority of the employees,

8)Overcrowding -under clause (vi) of sub-section (2) of section 23:

Occupier of every factory shall ensure that: -

- (1) The floor space in any building is not crowded with machinery in a manner dangerous to employees, or be overcrowded with materials or products so as to constitute a menace to them.
- (2) Sufficient space is provided around the individual machines or process units to allow for normal operation, adjustments, ordinary repairs, for materials supplied, in process, or completed.
- (3) Adequate provisions are made to prevent overcrowding at any place where employees are required to work or assemble for any reason in the factory premises, including:
 - (i) Design and use of signs or symbols that indicate and illustrate overcrowding related hazards in all working areas specifying the number of employees allowed to work at such places at any one time;
 - (ii) Vehicle and pedestrian pathways are kept separated using barriers indicated by distinctive colours and
 - (iii) Deployment of vehicles are managed effectively and overcrowding is avoided.

9. Lighting (Illumination) - under clause (vii) of sub-section (2) of section-23:

Occupier of every factory shall ensure that: -

- (1) All places in the factory including all amenities for utility services where employees work or pass, or may have to work or pass in emergencies, are provided during time of use with adequate

natural or artificial lighting, or both, suitable for the operations and the special type of work performed. Natural lighting is arranged wherever possible.

- (2) Artificial lighting is provided or arranged when daylight fails or for areas where the daylight illumination is insufficient.
- (3) At every work place where employees are exposed to risks in the event of failure of artificial lighting, are provided with automatic emergency lighting of sufficient intensity that should have energy sources independent of the installations for the general lighting systems.

10. Latrine and urinal accommodation under clause (viii) of sub-section (2) of section 23:
Occupier of every factory shall ensure that: -

- (1) (i) In every work place of a factory, sufficient latrine and urinal accommodation are provided at conveniently accessible places separately for the use of male, female, transgender and person with disabilities employees.

(ii) Such accommodation is sufficiently lighted and ventilated and maintained in a clean and sanitary condition at all times.
- (2) (i) Floor of the latrine, urinal and the sanitary blocks are maintained in non-slippery condition.

(ii) the internal walls of the latrines, urinals and the sanitary blocks are laid in glazed tiles. Alternatively, internal walls of the latrines and urinals are finished in such a manner to provide a smooth, polished and impervious surface to facilitate cleanliness and hygiene;

(iii) Sanitary pans of latrines and urinals are kept washed and cleaned at all times.
- (3) At least one separate latrine accommodation, for every 25 male and 15 female employees, and at least one separate latrine accommodation each for person with disabilities employees and for transgender employees is provided and at least one urinal for every 15 males employed at the same time. Sufficient water supply is provided in every latrine and urinal accommodation.
- (4) Washbasin facility with tap water is made available.
- (5) Sanitary napkins in sufficient quantity are provided and maintained in the women's toilets for their use and the same are to be replenished on a daily basis.
- (6) Disposable bins with lids are provided within the women's toilets for the collection of the used sanitary napkins. The used napkins are safely disposed off. Disposable bins with lids shall also be provided within the toilets for men, transgender and person with disabilities.
- (7) Every latrine is kept under cover and so partitioned off as to secure privacy, and to have a proper door, fastenings and exhaust.
- (8) Where male, female, transgender and person with disabilities are employed, outside each latrine

block a notice "For men only" or "For women only" or "For transgender persons only" or "For persons with disabilities only", as the case may be, in Hindi, English and local language understood by the majority of the employees, are displayed.

- (9) Waste or sullage water from latrines and urinals is treated and safely disposed off.
- (10) Water taps in latrines-
 - (i) where piped water supply is available, water taps are to be provided in or near such latrine accommodation; and
 - (ii) if piped water supply is not available, water is provided by the means of tap or otherwise so as to be conveniently accessible in or near the latrine and urinals.

11. Treatment of waste and effluents under clause (ix) of sub-section (2) of section 23: -Occupier of every factory shall ensure that: -

- (1) Proper arrangements for discharging liquid effluents and gaseous emission, and disposal of solid waste generated in the factory are made.
- (2) Effective arrangements are made for the treatment of wastes and effluents by ensuring compliance with the safety and health requirements.
- (3) Hazards and risks with the handling, storage and processing of wastes and effluents are identified and appropriate preventive and control measures are implemented.
- (4) Appropriate personal protective equipment (PPE) based on risk assessment of handling the waste and effluents are provided, free of charge; and
- (5) Employees handling the wastes and effluents are trained on the identified hazards and risks.

12. Washing facility - under clause (i) of sub-section (1) of section 24: Occupier of every factory shall ensure that: -

- (1) Suitable and sufficient washing facilities at easily accessible places are provided with regular and adequate supply of water including soap, towels separately for male, female, transgender and person with disabilities employees, which are:
 - (i) separated from the workplaces;
 - (ii) Well ventilated;
 - (iii) With proper drainage system;
 - (iv) maintained in a sanitary and hygienic condition;
 - (v) capable of being secured from inside to secure privacy and have a proper door, fastenings;
 - (vi) Appropriately demarcated with "For men only" or "For women only" or "for transgender persons only" or "For persons with disabilities only", as the case may be, in Hindi, English and local language understood by the majority of the employees, are displayed outside.
- (2) The use of common towels is prohibited.

13. Provisions of bathing places and locker rooms under clause (ii) of sub-section (1) of section-24:

Occupier of every factory shall ensure that: -

- (1) Suitable, separate and sufficient bathing places and locker facility, as may be necessary owing to the nature of work, at easily accessible places with regular and adequate supply of water including soap and towels for male, female, transgender and persons with disabilities separately, are provided which are: -
 - (i) separated from the workplaces;
 - (ii) well ventilated;
 - (iii) with proper drainage system;
 - (iv) maintained in a sanitary and hygienic condition;
 - (v) capable of being secured from inside to secure privacy and have a proper door, fastenings;
 - (vi) Properly demarcated with "For men only" or "For women only" or "For transgender persons only" or "For person with disabilities only", as the case may be, in Hindi, English and local language understood by the majority of the employees, are displayed outside
- (2) Suitable, separate locker facilities, as may be necessary owing to the nature of work, at easily accessible places for storing clothing that are worn during working hours and for special clothing which is worn by any employee at work but is not taken home, for male, female, transgender and persons with disabilities.

14. Place for keeping and drying clothing under clause (iii) of sub-section (1) of section 24 -
Occupier of every factory shall ensure that: -

- (1) Suitable, separate and sufficient installations, as may be necessary owing to the nature of work, for male female, transgender and person with disabilities employees for keeping clothes not worn during working hours and drying them are available.
- (2) These installations are placed in rooms separate from the workrooms.
- (3) A changing room is provided with suitable facilities for all male female, transgender and person with disabilities employees, as may be necessary owing to the nature of work, for drying wet clothes and for hanging clothing including, where necessary to avoid contamination with poisonous, infectious, irritating or radioactive substances and are also provided suitable lockers for separating working clothes from street clothes.
- (4) When employees are engaged in processes of such a nature that their working clothes are liable to become wet or have to be washed between shifts, suitable arrangements are made to ensure that dry clothes are always available to each employee on his return to work.
- (5) These facilities are to be provided with—
 - (i) individual lockers of adequate size and with adequate ventilation;

- (ii) benches or other suitable seating arrangements.

15. Sitting arrangement under clause (iv) of sub-section (1) of section 24:

Occupier of every factory shall ensure that reasonable arrangements for sitting without detriment to their work are provided to employees obliged to work in standing position. Adequate and comfortable seating facilities are provided for this purpose.

16. Provision of Canteens under clause (v) of sub-section (1) of section 24:

Occupier of every factory shall ensure that: -

- (1) At every factory where in 100 or more workers including contract labourers are ordinarily employed, a canteen in or adjacent to the precincts of the factory, is provided and maintained to provide nutritious, wholesome and healthy food for the employees;
- (2) The occupier of the factory can also provide facility of canteen through common canteen in or adjacent to factory premises;
- (3) The canteen is situated at appropriate distance from any latrine, urinal and process area to avoid dust, smoke or obnoxious fumes;
- (4) The canteen is constructed to accommodate at least a dining hall, kitchen, store room, pantry and washing places separately for employees and for utensils.
- (5) Canteen has separate doors for entry and exit.
- (6) Dining Hall
 - (i) The dining hall is separated from any place where a hazardous substance may contaminate food, dishes or utensils;
 - (ii) The dining hall is furnished with a sitting arrangement to accommodate sufficient number of employees normally using at any one time;
 - (iii) A portion of the dining hall and service counter is partitioned off and reserved for women employees and person with disabilities employees; and
 - (iv) Washing places for male, female, transgender and person with disabilities employees are separate and screened to secure privacy.
- (7) Equipment
 - (i) All equipment and utensils that come into contact with food are cleaned and maintained in hygienic condition;
 - (ii) Furniture and other equipment are maintained in a clean and hygienic condition.
- (8) Storage, Preparation and Handling of food
 - (i) Each food handler is trained and instructed in food handling practices that prevent the

contamination of food; and

(ii) No person who is suffering from a communicable disease is allowed to work as a food handler.

- (9) Food waste and garbage are removed from the food preparation area or dining hall, stored in covered containers and disposed of periodically.
- (10) Food, drink and other items are sold on a no profit no loss basis wherein the rates are fixed by canteen management committee; and
- (11) The charges per portion of food items, beverages and any other items served in the canteen are displayed in the canteen.
- (12) Canteen Management Committee

(i) A Canteen Managing Committee is constituted to carry out the following functions:

- a. the quality and the quantity of food stuffs to be served in the canteen;
- b. the arrangements of the menu;
- c. the timings of meals in the canteen; and
- d. any other relevant matter

Provided that where the canteen is managed by a co-operative society registered under the Multi State Co-operative Societies Act, 2002 it shall not be necessary to appoint a Canteen Managing Committee.

(ii) The Canteen Managing Committee consists of an equal number of representative of employees and occupier,

(iii) the representatives of occupier are nominated by the occupier and

(iv) the representatives of worker are nominated by negotiating union or negotiating council as the case may be and where there is no negotiating union or negotiating council the employees will choose amongst themselves the worker representatives of the canteen committee.

(v) The tenure of the committee shall be determined mutually. One-third of the committee members of employees and occupier shall be rotated every two years.

(vi) The canteen managing committee decides on the running of the canteen in consultation with the canteen manager.

17. First Aid and Medical Appliances - under clause (vii) of sub-section (1) of section 24: -Occupier of every factory shall ensure that: -

- (1) In every factory or part thereof where employees are at work, first aid boxes or cup-boards in adequate numbers with necessary items are provided and maintained so as to be readily accessible during working hours.
- (2) In each shift, every first-aid box or cupboard is kept in the charge of a worker or supervisor who holds a certificate in first-aid treatment and who is always be readily available during the working hours of the factory or part thereof. At least one fully equipped first-aid box or cupboard in every department or section is available and maintained properly all the time during working hours. The number of first aid boxes has to increase if the number of employees is more than 200 employees in department or section. The illustrative list of contents of every first-aid box or cupboard is **annexed at Annexure- I** and occupier may add more items as per requirement.
- (3) At least 33 percent of the workers in a factory are trained in first-aid procedures and refreshers training to be imparted in every 3 years. Wherever woman workers are employed, at least one-woman worker is trained. First Aid training is conducted by the trainer having medical qualification included in the Schedule- I or Schedule- II or Part- II of the Schedule- III of the Indian Medical Council Act of 1956. The person possessing qualifications included in Part II of Schedule- III of the Indian Medical Council Act of 1956 should also fulfil the condition specified in section 13(3) of the Indian Medical Council Act 1956 or as per the Chapter- VI of National Medical Commission (NMC) Act 2019 or diploma or degree in Industrial Health, Public Health, Emergency Medicine or equivalent.
- (4) Every case of injury or illness during the course of work is reported to the supervisor in the factory for injury and illness surveillance and adequate and suitable arrangements are made available for speedy evacuation or referral of persons employed in the factory who while on duty suffers from serious bodily injury or illness of a serious nature or as the nature of injury and illness as decided by the first aider, from the factory or part thereof to the nearest dispensary or hospital.
- (5) Every employee receiving an injury during the course of work shall report the same to the worker or supervisor who holds a certificate in first-aid treatment and who shall make arrangements for rendering first-aid to the injured as may be required. Where the employee receiving an injury is not in a position to report the same to the worker or supervisor who holds a certificate in first-aid treatment, it shall be the duty of the person who first comes to know of it to report the same to the worker or supervisor.
- (6) If in the opinion of the supervisor, the injury is of such a nature so as to require immediate medical attention by the qualified medical practitioner, he shall arrange for the qualified medical practitioner to be called or bring it to the notice of the occupier or his representative in the factory.
- (7) It is the duty of the occupier or his representative to ensure that adequate and suitable arrangements are made available for speedy transportation of that employee to nearest dispensary/

hospitals preferably by means of a proper ambulance van.

18. Ambulance Room under clause (i) of sub-section (2) of section 24: - Occupier of every factory shall ensure that: -

- (1) At every factory employing more than 500 workers on any one day of the preceding calendar year, a suitable ambulance room or dispensary round the clock or during working hours as the case may be and is maintained in good order. The occupier of the factory may also tie up with hospitals for emergency services.
- (2) The ambulance room would mean a place conveniently located in or nearby factory premises and have adequate space and arrangements to cope up with medical emergency and contains at least the equipment as mentioned in illustrative list given in Annexure- II. The occupier may add more items as per requirement.
- (3) Ambulance Room is under the charge of a full time qualified medical practitioner appointed directly by the occupier and is assisted by adequate number of paramedical staffs (at least one nurse and one General Duty Assistant-Healthcare/Nursing Assistant).
- (4) The medical practitioner required to be appointed under sub-rule (3) has a medical qualification included in the I or II schedule or part II of the Third schedule of the Indian Medical Council Act of 1956. Persons possessing qualifications included in part II of Third schedule should also fulfil the condition specified in section 13(3) of the Act or as per the National Medical Commission (NMC) Act 2019 or Diploma/Degree in Industrial/Occupational Health or equivalent.
- (5) Qualified Nurse required to be appointed under sub-rule (3) shall have qualification registered under State Nursing Council and completed training in Basic Life Support (BLS) along with experience in emergency of not less than 6 months duration from a multispecialty hospital.
- (6) Ambulance Room is having adequate space for privacy and examination of the patient.
- (7) Ambulance Room is provided with Emergency Lighting Supply and a suitable communication medium preferably handheld device.
- (8) Ambulance Room is provided with drenching shower points, as may be necessary owing to the nature of work, with drainage sloping away from the showers. Water supply to drenching shower should be secured to ensure the continuous water supply.

19. Shelter and Rest Room under clause (iii) of sub-section (2) of section 24: - Occupier of every factory shall ensure that: -

- (1) In every factory, wherein more than 50 workers are ordinarily employed sufficient and a suitable lunchroom, with provision for drinking water and washing facilities, where employees can eat their meals is provided.
- (2) These facilities are provided separately and maintained for male, female, and transgender

employees.

Provided that any canteen maintained in accordance with the provisions under rule 16 shall be regarded as compliance of this rule.

(3) The shelters or rest rooms and lunch rooms conform to the following:

- (i) Such rooms are sufficiently lighted and ventilated and maintained in a clean and hygienic condition at all times.
- (ii) All the walls and roof are of suitable heat resisting materials;
- (iii) The roof of such room is at suitable height from the floor level and there is sufficient floor area for employee employed at any given time;
- (iv) Every room is sufficiently furnished with suitable seating and eating arrangement.

20. Welfare Officer under clause (iv) of sub-section (2) of section 24 – Occupier of every factory shall ensure that:

(1) Welfare Officers are appointed as prescribed below:

- (i) The occupier of every factory employing between two hundred and fifty and five hundred workers appoints at least one welfare officer, and where the number of workers exceeds five hundred, an additional welfare officer for every additional five hundred workers or fraction thereof over five hundred is appointed.
- (ii) In a factory where both male and female workers are employed, the number of women welfare officers to be appointed shall be in proportion to the women workers employed and where the number of women employed is more than one hundred and the total number of women workers does not exceed one thousand, an additional woman welfare officer is appointed.
- (iii) Where there is more than one welfare officer appointed, one of them is designated as the Chief Welfare Officer and the others as welfare officers.

(2) Qualifications

A person appointed as Welfare Officer has obtained a post graduate degree or diploma in social work or human resources management or labour welfare from any institution recognised by the Central or State Government in this behalf; and has knowledge of the language spoken by the majority of the workers in the factory.

(3) Intimation of appointment of Welfare Officers. -

The appointment is intimated by the occupier electronically or otherwise to Inspector-cum-Facilitator, giving the details of qualifications, etc. of the officer appointed and the conditions of

his service.

(4) Conditions of service of Welfare Officers. -

(i) A Welfare Officer is given appropriate status corresponding to that of the other executives of the factory and he is appointed on an executive / officer pay scale.

(ii) The conditions of service of a Welfare Officer are the same as that of other members of the executives/officer of corresponding status in the factory:

Provided that, in the case of discharge or dismissal, the Welfare Officer will have a right of appeal to the Chief Inspector-cum-Facilitator, whose decision thereon is final and binding upon the occupier.

(5) The duties of a Welfare Officer:

(i) to establish contacts and hold consultations with a view to maintaining harmonious relations between the factory management and workers;

(ii) to bring to the notice of the factory management the grievances of workers with a view to securing expeditious redressal and to act as a liaison officer between the management and workers;

(iii) to study and understand the point of view of workers in order to help the factory management to shape and formulate labour policies and to interpret these policies to the workers in a language they can understand;

(iv) to advise on compliances, obligations, statutory or otherwise, concerning regulation of working hours, maternity benefit, medical care, compensation for injuries and sickness and other welfare measures and social Security benefits;

(v) to advise on provision of welfare facilities, such as housing facilities, foodstuffs, social and recreational facilities, sanitation, individual personnel problems and education of children; and

(vi) to advise the factory management on training of new recruits, apprentices, workers on transfer and promotion, instructors and supervisors, supervision and control of notice board and information bulletins to further education of workers and to encourage their attendance at technical institutes.

(6) Welfare officers shall not deal with disciplinary cases or appear on behalf of the management against workers or appear before a conciliation officer or tribunal on behalf of the factory management.

21. Crèche Facility under sub-section (3) of section 24 :- Occupier of every factory shall ensure that: -

- (1) In every factory wherein more than 50 workers are ordinarily employed, a crèches facility is provided and maintained for the use of children under the age of six years of employees.
- (2) Mobile crèche will be provided, wherever required.
- (3) Each Crèche facility is free and accessible to all employees;
- (4) The Crèche is located within the workplace as much as possible, or in a nearby accessible location;
- (5) The Crèche is not situated in close proximity to any part of the building and construction worksite where obnoxious fumes, dust or odours are given off or in which excessively noisy processes are carried on;
- (6) There is in or adjoining the crèche a suitable washroom for the washing of the children and their clothing;
- (7) The Crèche is maintained in a clean, hygienic and sanitary condition;
- (8) Personal cleanliness of the child is maintained.
- (9) The Crèche is under the charge preferably woman for the care of children and infants;
- (10) Police verifications of in charge of creche, support staff and guard are mandatory.
- (11) The person in charge of the crèche should have and maintain information about the child's identity, residential address etc.
- (12) Details of the person who is picking up and dropping the child to the creche should be available with the caretaker and the child should be handed over to that person only. In case any other person picks up or drops the child, then his/her identity with the authorization from parents would be necessary.
- (13) Attendance of all children is taken in the morning on the child's arrival as well as at the time when child is picked up.
- (14) Sufficient supply of clean clothes, soaps and clean towels is available for each child while the child is in the Crèche;
- (15) The Crèche is furnished with a suitable number of resting arrangements;
- (16) Sufficient supply of nutritious, wholesome and healthy food to all children as per their dietary requirements is provided;
- (17) All sharp objects like scissors, knives, blades, pins etc. are always kept away from the children.
- (18) Chemicals such as detergents, cleaning agents, phenyl etc. are kept out of the child's reach.
- (19) The Crèche is provided with non-combustible covered receptacles for the disposal of waste food or other waste material;
- (20) All electrical switches/plugs are out of children's reach.
- (21) Planning of evacuation plan and display of the same at the crèche.
- (22) No child is left alone at any point in the crèche, even during breaks.
- (23) Any kind of verbal or physical abuse is strictly prohibited.
- (24) Any kind of sexual abuse and sexual exploitation to be strictly dealt under POCSO Act.
- (25) Through the supervisor, that no persons, known or unknown be allowed inside the crèche at any

point of time, during the functioning hours of the crèche. For example, civil work should preferably be done preferably during weekend/holidays only.

- (26) The Crèche has CCTV monitoring during the working hours.
- (27) Important and emergency contact numbers (helplines like 112, 1098, fire services, child protection officer, nearest police station etc.) are displayed within the creche premises for easy access and reference.
- (28) Required Medical support system / staff is made available on call.

22. Mock Drills under section 24 (2) (vii)

The occupier of every factory shall ensure quarterly conduct of Mock drills to check emergency preparedness to deal with various emergencies.

ANNEXURE- I

LIST OF CONTENTS OF FIRST AID BOX as provided under Rules 17(2): -

1. Appropriate number of small, medium and large sized sterilized dressings pads
2. Appropriate number of large size sterilized burn dressings pads
3. Appropriate number of packets of sterilized cotton
4. Sufficient quantity of Cetrimide solution (1%-3%) or a suitable antiseptic solution (10% Povidone Iodine)
5. Pair of scissors, Tweezers, Tourniquet and disposable gloves
6. Adequate adhesive Tapes and adhesive Bandage Tape of different sizes.
7. Adequate Elastic crepe bandages of different sizes.
8. Sterilized eye pads.
9. Strips containing analgesic (Paracetamol-650 mg) and Antacid and adequate number of ORS Sachets.
10. Pain relief / analgesic spray
11. Polythene wash bottles (Normal Saline or Distilled Water)
12. Adequate Roller bandages of different sizes.
13. Suitable splints.
14. Resuscitation equipment such as ambu bag.
15. Tablets such as Disprin, Sorbitrate.
16. Anti-allergic medicine, eye drops
17. One copy of First-aid leaflet which includes emergency contact numbers of nearby hospitals.

LIST OF EQUIPMENTS FOR AMBULANCE ROOM as provided under Rules18(2):-

1. Glazed sink with hot and cold-water supply
2. Table with Chairs, Refrigerator
3. Suitable solution or Equipment for medical instruments sterilization
4. Patient Examination table or couch with pillow, Washable Rubber Sheets, Blankets, Towels
5. Appropriate number of Medium size sponge forceps
6. Kidney tray
7. Antiseptic soaps
8. Clinical thermometers
9. Hand torch
10. Adequate number of tetanus toxoid injection
11. Tablets – Antihistaminic, Antispasmodic, Antipyretic (Paracetamol), Antacid, Antiemetics
12. Tablets-Isosorbide Dinitrate (5 mg), Aspirin (75mg) + Atorvastatin (20mg) + Clopidogrel (75mg)
13. ORS Sachets
14. Injection: Atropine, Adrenalin, Hydrocortisone, Furosemide, local anaesthetics
15. Disposable Syringes with needles of different sizes and needle holder
16. Suturing needles and materials
17. Pair of dissecting forceps
18. Pair of dressing forceps
19. Pair of artery forceps
20. Surgical scissors
21. Scalpel
22. Stethoscope
23. Rubber bandage – pressure bandage
24. Oxygen cylinder/Oxygen Concentrator with necessary attachments
25. One Blood Pressure apparatus
26. Appropriate number of Normal Saline Bottle, Ringer Lactate Solution, 5% Dextrose

Solution, 25% Dextrose Solution.

27. Green (18G), Pink (20G) and Blue (22G) Intravenous (IV) Cannula and suitable fixator
28. Disposable Intra venous Infusion Set
29. Intravenous Infusion Stand
30. Blood Glucose Monitoring Kit
31. Biomedical Waste Management Bins as per statutory requirement
32. Adequate number of Plain wooden splints of appropriate sizes or any other suitable splints
33. Wheelchair
34. Scoop stretcher
35. Adequate small, medium and large sterilized dressings
36. Adequate sterilized burn dressings
37. Adequate packets of sterilized cotton
38. Antiseptic solution like Cetrimide (1%-3%) or Povidone Iodine (10%) solution
39. Roll of adhesive bandages and adhesive Tapes of different sizes.
40. Elastic crepe bandages of different sizes.
41. Adequate Pieces of sterilized eye pad.
42. Adequate roller bandages of different sizes.
43. Tourniquet
44. Disposable gloves
45. Tweezers
46. Pulse Oximeter.
47. Suitable Suction unit with equipment
48. Resuscitation equipment such as Automated External Defibrillator and ambu bag.
49. Any other equipment recommended by the Factory Medical Officer according to the specific need.


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