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they are deposited. He must see that his shop is always kept clean and neat.

Stationary engines must be started three minutes before the whistle is blown to commence work.

Stationary boilers must be examined by the foreman whilst being washed out once a month. He must take great care that no accumulation of soot and ashes is allowed to remain in the tubes or ash pits of the smoke arches.

Men in charge of wood-working machines must use great caution in the repairing of belts with copper rivets, and notify the foreman of the shop immediately, in case he notices extra friction on cross-belts that are connected with copper rivets, to prevent danger of fire or damage to the workmen by electric shock; also the same precaution must be used to prevent the heating of fast-running journals.

The foreman of carpenters must prevent all men from collecting nails, screws and small fittings about their tool chests. All such materials must be deposited in a tray and locked up in the foreman's cupboard as the day closes.

All painters will be served with their colours, paints, varnishes and brushes by a man appointed for that purpose. The paint pots, brushes, etc., shall be collected at the close of the day and deposited in the paint room, one man only being employed to mix all colours and to supply the necessary materials for painting.

Foremen must see that none of the workmen are allowed in the paint room, except the person appointed for supplying the above materials.