

# **Factories (Safety Committees) Regulations**

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**FACTORIES ACT  
(CHAPTER 104, SECTION 102)**

**FACTORIES (SAFETY COMMITTEES) REGULATIONS**

**Rg 2**

**G.N. No. S 262/1975**

**REVISED EDITION 1990**

(25th March 1992)

[1st December 1975]

## PART I

### DEFINITIONS, APPLICATION AND DUTIES

#### **Citation**

1. These Regulations may be cited as the Factories (Safety Committees) Regulations.

#### **Definitions**

2. In these Regulations, unless the context otherwise requires —

“authorised manager” means a person duly authorised by an occupier of a factory to deal with any matter relating to the safety and health of the persons employed therein in such manner as the person thinks fit;

“chairman” means the chairman of a safety committee;

“members” means the members of a safety committee;

“safety committee” means a safety committee established at a factory pursuant to section 72 of the Act;

“secretary” means the secretary of a safety committee.

#### **Application**

3. These Regulations shall apply to every factory in which 50 or more persons are for the time being employed.

#### **Duties of occupier**

- 4.—(1) It shall be the duty of an occupier of a factory to comply with Part II.

(2) It shall also be the duty of an occupier of a factory to ensure that Parts III and IV are complied with.

(3) The occupier of a factory or his authorised manager shall as far as practicable implement every recommendation of a safety committee established therein; and if for any reason he or his authorised manager is unable to implement any such recommendation he shall inform the safety committee of the reason.

## PART II

## FORMATION OF SAFETY COMMITTEE

### Composition of a safety committee

5.—(1) A safety committee shall consist of representatives of both the employees and the management.

(2) On a safety committee the representatives of the management shall include the occupier of the factory or his authorised manager; and the number of representatives of the employees shall not be less than those of the management.

(3) The occupier or authorised manager referred to in paragraph (2) shall be the chairman of the safety committee.

(4) The occupier of a factory shall invite the persons employed in the factory to nominate their representatives on the safety committee; and a ballot shall be held where the number of persons so nominated exceeds the number of vacancies.

### Employees' representative

6. On a safety committee the number of representatives of the employees shall be as large as possible in order to develop and maintain the employees' interest in establishing safe and healthy working conditions; and those representatives may remain in the committee for a period not exceeding one year.

### Number of members of safety committee

7. A safety committee shall consist of—

- (a) not less than 3 representatives each of both the employees and the management where not more than 100 persons are employed; and
- (b) not less than 6 representatives each of both the employees and the management where more than 100 persons are employed.

### Basic knowledge of members of safety committee

8. The occupier of a factory shall take such steps as are necessary to ensure that the members of the safety committee have a basic understanding and knowledge of the functions of the committee under the Act.

### Secretary to safety committee

9.—(1) Where a person is employed to be a safety officer in a factory such person shall be the secretary to the safety committee.