

WORKING conditions



*Working conditions*  
*comfort + sanitation*

*Oct. 28-'18*

*Massachusetts*

STATE BOARD OF LABOR AND INDUSTRIES.

---

REQUIREMENTS.

In accordance with the provisions of the law governing accommodations for the treatment of persons injured or taken ill upon the premises described in the statute, the State Board of Labor and Industries herewith submits the following minimum requirements for the accommodation of such persons:

Where Required.

In every establishment employing one hundred or more persons, at least one first-aid or emergency room, suitably located and properly heated, shall be provided in which those injured or taken ill upon the premises may receive first-aid treatment or rest.

Future Installations.

Such room hereafter installed shall contain not less than two hundred square feet of floor space, and be provided with a partition separating certain portions of the room. This partition shall be at least seven feet in height and shall contain a door.

Floor and Walls.

The floor and walls of such room shall be smooth and the floor of some impervious material.

Ventilation.

The room provided under this requirement shall be ventilated directly to the outside air by a window or other suitable opening or approved exhaust system.

#### Location.

Such room shall be located so as to guarantee a maximum of quiet and privacy to those requiring first-aid treatment or rest, as well as readily accessible for the persons for whose accommodation they are designed.

#### Nurse.

Such room shall be placed under the charge of a qualified nurse or other person trained in and competent to administer first aid, who shall be employed on the premises and on call when necessary to administer first aid only, unless further advised by a physician, and who shall keep a record of all cases of accident and sickness treated at the first-aid room, such records to be open to the inspection of the State Board of Labor and Industries or its representatives.

#### Equipment.

The portion of the room in which first aid is given shall contain at least the following equipment:--

- (a) A glazed sink with hot and cold water always available.
- (b) Electric, gas or other suitable heating device.
- (c) Basin suitable for sterilizing needles or syringe.
- (d) A table with a smooth top.
- (e) Two chairs.
- (f) A couch of smooth material, without cushions.
- (g) Two woolen blankets.
- (h) Heavy rubber sheet,  $1\frac{1}{2}$  yards square.
- (i) Pillow, rubber covered, washable.
- (j) Two wash basins.
- (k) A waste pail.
- (l) Drinking cups (individual).
- (m) A rubber hot-water bottle (2 quart), or preferably a Simplex Electric Heating Pad.
- (n) A simple stretcher.
- (o) A medical and surgical kit as required by the State Board of Labor and Industries.
- (p) Supply of individual towels.



### Heating or Warming Food.

There are a large variety of receptacles for the purpose described in this statute, any one of which would be acceptable to the State Board of Labor and Industries.

A hot table or oven into which the receptacles containing the food may be placed is an ordinary and very economical means of heating or warming food. Apparatus for cooking food is not required.

In order to avoid unjust discrimination between manufacturers of these receptacles, employers should make their selection and ascertain if the same meets with the approval of the State Board of Labor and Industries before installation.

---

Note.-- In announcing these requirements the State Board of Labor and Industries would have it understood that these are the minimum required under the law, the maximum to be regulated by the desire of the individual employer to do everything reasonable for the welfare of the workers during their employment. Additional equipment may be required when in the opinion of the State Board of Labor and Industries it is necessary. Emergency and rest rooms have been provided in many of the industrial establishments in this State, and employers contemplating the installation of rooms on this scale may be referred by permission to such establishments.



*Working Conditions.*  
OCT 7 - A.M.

VOCATIONAL INFORMATION SERVICE  
WOMEN'S OCCUPATIONAL BUREAU

SEP 1918

The demands of the community and state upon the Vocational information service seem to indicate the development of a clearing house of information on all conditions surrounding women and children at work, and of advisory functions in the initiation and development of new agencies and plans and co-ordination of existing ones. Information concerning standards of work and all conditions surrounding the employment of women have been requested by individual employers, employees, employers' associations, social agencies and various departments of the government. Advisory and organization conferences have been given in problems of vocational guidance, vocational training, women in industry, to state and local officials, and to private organizations. The field for service is limited only by the lack of necessary assistance in the immediate development of publicity material.

The Director has attended eighteen conferences, including two where addresses were given, the Annual State conference of the Council of National Defense, the Minnesota Federation of Women's Clubs and the Middle West conference of the Department of Women in Industry, Council of National Defense

Official summaries of the Survey still in progress have been made for the Ordnance Division of the War Department, the State Department of Labor, the Minnesota Public Safety Commission, and Americanization and Liberty Loan committees of the Council of National Defense. About 2900 firm schedules are complete, representing about 75,000 total employees. About eight per cent of the women employed have been found to be married women with children under sixteen. This indicates a group for special follow up.

Four bulletins have been published, 7000 of which have been distributed through the Council of Defense, Federation of Womens' Clubs, state and local departments of education, state and local libraries, and Red Cross. The Pub.



Miss Joubert  
OCT 21 A.M.

Working Conditions  
Conditions affecting  
health of workers

Production

Ruth Reticker

October 14, 1918.

Miss Olga Halsey,  
Women's Branch,  
Industrial Service Section,  
Ordinance Department,  
Washington, D.C.

Dear Miss Halsey:-

I am glad to tell you about the local situation as regards employment of women on emery grinders, but I hope that the legal situation in other district offices where the same question may arise is not so indefinite.

I reported the results of my interview with the state deputies at some length in my letter of September 26 to Mrs. Tead, concerning the Advance Machinery Company situation at Van Wert, Ohio. I quote from that letter:

"The situation as regards the enforcement of the Ohio laws, is, unfortunately, not a clean-cut situation. I had a conference some weeks ago with one of the deputies of the Ohio Industrial Commission in this district. She told me that she interpreted the law as itself giving exemption from the prohibition of women on grinders when water was used on the grinding surface and when the wheels were equipped with proper blowers and hoods. When Miss Gilson passed on this interpretation to one of our contractors, the chief deputy politely questioned the interpretation. Miss Gray and I had a conference last Wednesday with the same local deputy and her male colleagues in this district and find that their feeling is something like this: The law is too strict and will be changed in this fall legislature. In the meantime the factory inspectors can, of course, give no statement concerning the interpretation of the law and are giving no encouragement to manufacturers to disregard it but they are using "common sense" in enforcing it - or failing to enforce it - when they see it violated in shops where working conditions are right."

Miss Olga Halsey-#8

The Advance Machinery Company indicated in a letter, and several manufacturers have told me, that the deputies do grant permission to use women on grinding machines.

I shall be very glad when the law is repealed - for I can see no reason why women cannot operate small properly safe-guarded grinding wheels - and we no longer have this evasive and equivocal method of handling the needs of manufacturers.

Very sincerely yours,

MARY B. GILSON, Supervisor.

BY:  
Ruth Reticker, Ass't. Supervisor,  
Women's Branch,  
Industrial Service Section,  
Cleveland District.

RR/McP