

Section 28

Operating Procedures Control and Working of Stations - Rules 1 to 3

Applicability

VIC

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1. Single Line Crossing Stations-Numbers 1 and 2 Tracks

At all single line crossing stations, Number 1 and Number 2 Tracks must be regarded as running lines and must be kept clear for trains to cross.

Vehicles must not remain in these tracks after shunting has been completed, unless attached to a locomotive with a Driver in charge.

2. Delivery of Staff to Drivers

At any staff station where the Signaller is unable to deliver or receive the staff, this duty may be carried out by a competent employee.

The competent employee will be responsible for delivering and receiving the staff from the Driver, and immediately handing the staff received to the Signaller.

3. Audible Warning and Locking Devices

a. 4D Padlocked Derails or Hand Locking Bars

To prevent a train from entering or shunting in the sidings whilst employees are undertaking work on vehicles, the points, derails, hand locking bars or 4D padlocked derails must always be locked 'on'.

Before any shunting movement takes place, the competent employee in charge must notify the supervisor in charge of the repair area or freight depot.

b. Supervisor to Ensure Employees are Clear

Before authorising the shunting movement, the supervisor in charge of the repair area or freight depot must:

1. ensure all employees are clear of the area before unlocking the derails or hand locking bars, and
2. activate the audible warning devices, if provided.

c. Shunting Completed - Live Tracks

When the shunting movement is completed, the supervisor must place and lock the derail or hand locking bars to 'On' and turn off the audible warning devices.

d. Locking and Unlocking - Live Tracks

The supervisor must ensure all derails and hand locking bars are locked 'On' before commencing work.

On completion of work, the derails and hand locking bars must be unlocked and left in the 'Off' position when not required for protection of a maintenance area or freight depot.

e. Parcel Trolley Movement Across Tracks

The competent employee in charge must obtain permission from the Signaller to allow motorised trolleys or fork lifts to transfer parcel containers across rail tracks.

The Signaller must obtain the latest train information, and ensure no delays occur to trains when transferring parcels.

f. Signaller to Apply Lever Sleeves

The Signaller must place and secure by lever sleeves all applicable signals at the 'Stop' position until the transfer of parcels across the tracks has been completed. The competent employee must inform the Signaller when the movement is completed.

g. Train Controller in Charge of Safeworking

On lines where the Train Controller is in charge of safeworking and the fixed signals are normally at the 'Proceed' position, the Signaller must:

1. obtain permission from the Train Controller for the movement of parcels across the tracks, and
2. for placing the fixed signals at 'Stop' to protect the movement.

h. Clearance Between Stacks and Rail Lines

The following clearances must be observed between any materials and the nearest rail:

1. 1.45 metres where the line is straight, and
2. 2.15 metres where the line is on a curve.