

Section 8

Control and Working of Stations - Rules 1 to 6

Applicability

VIC

Publication Requirement

External Only

Document Status

Issue/Revision #	Effective from
1.1	07 August 2011.
2.0	04 October 2015

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1. Control and Working of Stations

a. Stationmaster's Responsibilities

Stationmasters are responsible for the general working of their Location. Work must be carried out in accordance with this Code of Practice and other issued instructions.

Stationmasters must ensure the proper conduct of all operations which in any way affect the safety of the railway, and that all workers under their control carry out their duties.

b. Employees under Stationmaster's Control

Stationmasters must ensure that all employees under their control carry out their duties satisfactorily and are aware that they are subject to the Stationmaster's authority.

c. Passenger Trains: Not to Stop

Except in emergency or when otherwise authorised, a passenger train must not be stopped to pick up or set down passengers at any place which is not shown as a stopping place in the Master Train Plan, Working Timetable.

d. Passenger Trains: Stopping

The appropriate fixed signals must be displayed for a train:

1. booked to stop, or
2. not booked to stop but required to do so.

If a fixed signal is not provided to control the movement, a competent employee must display a red hand signal to indicate the Driver is required to stop.

e. Passenger Trains: Unscheduled Stops

If a train makes an unscheduled stop at a station where an automatic signal is at the 'Stop' position, or for any other reason, station staff must, if possible, prevent passengers from boarding the train. The Driver may proceed when signalled by station staff or at unattended station, when deemed safe to do so.

f. Rolling Stock not Owned by the Corporation

Only trains and other owned or certified vehicles of the Corporation are allowed to operate over running lines.

g. Resting Of Train Crews

At each location, except a locomotive depot station, the Stationmaster must if possible see the resting train crew prior to the crew's departure on the return trip.

2. Competency of Signallers**a. Stationmaster's to Visit Signalboxes**

Stationmasters and supervisors must ensure that Signallers under their control are competent in their duties. Stationmasters should visit the signalboxes at least once a day both by night and day.

If the Stationmaster or supervisor detects any omission or error, a report must be forwarded in writing to the manager of the region who will decide when and how to investigate the matter.

b. Stationmaster at Non-Interlocked Station

The Stationmaster at a non-interlocked station is responsible for:

1. security and locking of all main line points,
2. safety points and hand operated derailing devices, which must be kept at the normal position except when in use during shunting, and
3. not allowing unauthorised personnel to unlock or operate points or derails.

c. Inspection of Fixed Signals

Stationmasters and others who have fixed signals under their control, must:

1. inspect the signal lamps at least weekly, and
2. ensure that the glasses, spectacles and reflectors are clean and signals properly adjusted.

With electrically lit signals, prompt action must be taken if any defect is found. The result of an inspection must be recorded in the Train Register Book.

Care must be taken when cleaning, trimming and lighting kerosene signal lamps.

d. Dead End lines at Terminal Stations

At Terminal stations and other places where there are dead end lines, a red light, a red reflective disc or red reflective chevron stripes must be displayed on the baulk or buffer stops of arrival lines prior to sunset or if the buffer stops are difficult to see.

e. Refuge Siding Adjacent to a Running Line

If a running line is next to a refuge siding, a white light, a white reflective disc or white reflective chevron stripes must be placed on the baulk or buffer stops after sunset to warn any incoming train Driver.

Refuge sidings must be kept in readiness for immediate and safe entrance for any train which may need to be shunted clear of the running line.

f. Vehicle Standing in Refuge Siding

If it is necessary to leave a vehicle in a refuge siding, the vehicle must be placed close to the buffer stops on the approach end of the stationary vehicle. Prior to sunset, a white light or white reflective disc must be placed on the approach end of the stationary vehicle.

g. Scotch Blocks, Derails to be Secured.

Stationmasters and other employees in charge must:

1. ensure that all fixed scotch blocks or derails under their control are kept securely locked across the rails when not required,
2. ensure all safety hand points are correctly set and locked, and
3. all vehicles are placed within the scotch blocks, derails or safety points.

h. Vehicles to be Properly Secured.

Officer-in-charge and other Employees in charge must ensure every vehicle in a siding is properly secured to prevent movement.

The following Rule 2, Clause (i) of Section 8, was published by SW035/2000 of February 29, 2000.

i. Security of Siding Protection Devices

Siding Protection Devices are classified as hand operated Derails, Scotch Blocks and Hand Locking Bars.

At locations where an Officer in Charge or Signaller is on duty, it will be their responsibility to ensure that:

1. All Derails, Scotch Blocks and hand locking bars under their control are kept securely locked `On' when not required, and
2. All vehicles are placed within the Derails, Scotch Blocks or Safety points at the completion of shunting operations.

If a train is to arrive or depart the location, the Officer in Charge or Signaller must ensure the Siding Protection Devices are removed (placed `off') prior to the passage of the train.

Drivers are to ensure that the Siding Protection Devices are in the `off' position before arriving at or departing a Siding.

This will apply at both interlocked and non-interlocked locations.

3. Vehicles Shunted Into Siding

a. Shunting: Duties of Competent Employees

Before any vehicles are shunted into any siding used for loading/unloading of traffic or repair road, or any goods shed or other building where vehicles are standing, the competent employees assisting shunting operations must:

1. warn all personnel working in or near the vehicles when the shunting is to begin,
2. warn all personnel in or near the vehicles to be moved to stand clear,
3. ensure that all loading equipment, road vehicles and trolleys are clear of the vehicles to be shunted, and
4. ensure that no lines are fouled by the equipment.

The provisions of this clause shall have no application at locations where a derail, locking and/or warning device is operating and special instructions apply.

b. Doors to be Secured Before Shunting

Before any shunting movement, the doors to the goods shed must be opened and the wagon doors must be securely fastened to prevent any injury or damage. Contents of the wagons must be securely anchored to prevent movement during shunting.

4. Yard Officials and Yard Supervisors**a. Duties and Responsibilities**

Yard Officials or Yard Supervisors must report to and receive instructions from the manager for the area or the officer-in-charge.

Yard Officials and Yard Supervisors must ensure the yard is in good order; wagons are handled carefully and be fully qualified and experienced in this Code of Practice.

b. Marshalling and Preparation of Trains

Yard Officials and Yard Supervisors must ensure that:

1. wagons are properly loaded, and doors are secured
2. doors are secured and sealed if required,
3. wagons are immediately placed for loading and unloading,
4. outwards wagons are not delayed,
5. correct wagons are attached to each train,
6. trains are marshalled in accordance with instructions and ready to leave on time, and
7. trains are ready for traffic and crews are ready for a punctual departure.

c. Damaged Goods on Vehicles

Yard Officials and Yard Supervisors must report any wagon or goods arriving in a damaged condition. Damaged wagons must receive immediate attention or sent to the repair depot.

5. Repairs to Vehicles

a. Repairs to Vehicles Attached to Train

When a train or any vehicle attached to a train requires repair, the employee who will undertake the work must personally advise the Driver that the work is on, under or close to the train.

The train must not be moved until the employee undertaking the work advises the Driver that the work is completed.

b. 'For Repair' Card

A 'For Repair' (green) card must be placed on the side of the vehicle if it needs repair but is fit to travel.

If the vehicle is to be used again before being repaired, the 'For Repair' cards must be left in the waybill clips.

c. 'Not to Go' Card

If a Train Examiner places a 'Not to Go' (red) card on a train vehicle, the Train Examiner must advise the Driver and the employee in charge of shunting operations.

The train is not allowed to leave the station, depot or siding with 'Not to Go' cards attached to vehicles.

d. Removal of Repair Cards

The 'Red' or 'Green' card must only be removed by authorised employees of the Vehicle Maintenance section. When the vehicle is repaired, Train Examiners and others responsible for attention to rolling stock must immediately remove the cards.

e. Damaged or Derailed Trains

A train which has been damaged, derailed or shunted over a derailing device or dead end, is not permitted to continue in service until examined by a qualified employee and found to be in a satisfactory running condition.

f. Security of Siding Prior to Examination

A Train Examiner or any employee or group of employees when engaged on repair work to vehicles in sidings:

1. must clip and padlock the points to protect the work,
2. must clip dead lines at the open end, and
3. must clip and padlock each end of the siding if it is double ended.

g. Train Examiners not Present

If a Train Examiner is not present, the Driver must endeavour to remedy any defect which may interfere with the safe running of the vehicles. If necessary, remove the defective vehicles from the train.

h. Use of red safety banners

When it is necessary for maintenance to be carried out on a Train which is stabled in a Siding, protection for maintenance staff may be provided via the use of a Red Safety Banner. The Safety Banner consists of a Red Disc attached to a pole which is able to be padlocked to the head of the rail. Multiple padlocks may be provided where more than one maintenance group are attending to a train. Some Red Safety Banners may be provided with the wording 'Danger Road Closed' placed on the disc.

Prior to the maintenance being carried out, the maintenance employee must place a Safety Banner at the entrance to the Siding. After affixing the Safety Banner, the maintenance employee must apply an independent padlock to the rail clamp. Where the Siding maintains access from both ends, a Safety Banner must be applied at both ends of the Siding. A padlock of a standard pattern must not be used. The maintenance works may then commence.

When the works have been completed, the maintenance employee must remove the Safety Banner from the rail and store it in a place clear of the line.

If it is necessary for more than one maintenance group to work on the train, each group must apply their own independent padlock to the Safety Banner rail clamp. As each group completed the work, their independent padlock must be removed from the clamp.

The last group to complete maintenance on the Train must remove their padlock and the Safety Banner from the rail.

Note: Staff working at the pantographs of an electric suburban train must additionally comply with the provisions of Operating Procedure No. 14 (Section 29) of the Book of Rules and Operating Procedures.

6. Accidents or Obstructions

a. Reporting of Accidents

When an accident or obstruction occurs which affects the safe working of any running line, the employees concerned must immediately advise the Train Controller.

The Train Controller must then advise the nearest Officer-in-charge or Signaller on both sides of the accident or obstruction, so proper warning can be given to the Drivers of approaching trains.

b. Accident or Obstruction Caused by Train

If the accident or obstruction is caused by a train, the Driver must, if possible, inform the Train Controller of the circumstances and location.

If an officer or any employee is travelling on the train, they must, whether on duty or not, report to the Driver and offer assistance.

c. Train Controller to Inform Other Drivers

After being informed of the accident, the Train Controller must immediately radio all Drivers in the vicinity of the incident. If necessary, they must be instructed to 'Stop' their trains until the full extent of the circumstances are known.

This instruction must be strictly adhered to where traffic is operating over double or multiple running lines.

d. Train Controller to Inform Heads of Departments

The Train Controller must immediately inform the following managers of any accident or obstruction:

1. Manager Rail Safety, and the
2. Manager for the area.

If the incident is within the electrified area, the Train Controller must also inform the following managers:

1. Electric Train Maintenance Depot Manager,
2. Officer in Charge of Electrical Control (Electrol) if necessary, and the
3. Overhead Engineer.

e. Deleted

f. Deleted

Note: Clauses (e) and (f) were deleted in the 1999 version of the TA20 and are also deleted in the 1994 Victorian Book of Rules and Operating Procedures.

g. Control of Overhead Electrical Equipment

Officer-in-charge must ensure employees under their supervision are aware of instructions regarding disarrangements and the reporting of irregularities regarding overhead electrical equipment.

h. Electric Section Switches

Electric section switches are provided for isolating portions of the overhead contact wire. Officer-in-charge, Yard Supervisors and others responsible must ensure that they are competent in the use of these switches. They must also be familiar with instructions regarding the switching arrangements for the sections of lines under their control.