

Network Safeworking Rules and Procedures

Handsignals and Verbal Commands

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Rail

Handsignals and Verbal Commands

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Glossary for this Rule

<i>Clear</i>	<p>A proceed indication displayed by a signal.</p> <p>In reference to a track circuit, block, section or signal route, the absence of rail traffic.</p> <p>In reference to track workers being clear of track.</p>
<i>Effective Communication</i>	<p>The ability to successfully send, receive and understand information. The communication does not need to be continuous.</p>
<i>Emergency</i>	<p>Incident requiring urgent action. The incident might involve death or serious injury, health or safety effects, significant damage to property or infrastructure.</p>
<i>Fixed Signal</i>	<p>A signal that is located permanently near the line.</p>
<i>Fixed Worksite</i>	<p>A worksite with boundaries that are fixed and defined by the Authority provided for the duration of the work.</p>
<i>Handsignal</i>	<p>A signal given by hand or lights movements, hand signals may be with or without flags.</p>
<i>Handsignaller</i>	<p>A Competent Worker who gives handsignals to rail traffic crew</p>
<i>Low Visibility</i>	<p>Any condition that does not allow Competent Workers to view the distance required to work safely (e.g. fog, heavy rain, smoke, dusk, curve in the track))</p>
<i>Network</i>	<p>A combination of track and other associated infrastructure controlled by Brookfield Rail.</p>
<i>Network Controller</i>	<p>A Competent Worker who authorises and issues Occupancy Authorities, and works points, signals and other signalling equipment to manage routes for safe and efficient transit of rail traffic in the Network.</p>
<i>Normal Speed</i>	<p>A speed that does not exceed the speed limit currently in effect for the section of line and type of rail traffic.</p>
<i>Protection</i>	<p>The means used to prevent rail traffic from entering a worksite or other portion of track, or to prevent road or pedestrian traffic entering a level crossing.</p>
<i>Protection Officer</i>	<p>The Competent Worker responsible for managing the rail safety component of worksite protection (i.e. compliance with Network Safeworking Rules and procedures).</p>
<i>Rail Traffic</i>	<p>Trains and track vehicle or vehicles travelling on the Network.</p>
<i>Rail Traffic Crew</i>	<p>Competent Workers responsible for the operation of the Motive Power Unit.</p>
<i>Restricted Speed</i>	<p>Restricted speed is a speed that allows rail traffic to stop short of an obstruction within half the distance of clear track that is visible ahead.</p> <p>Restricted speed must not exceed 25 km/h.</p>

Safe Place

A Safe Place is:

- where there is at least three metres clearance from the nearest Running Line;
- on a Platform behind the safety lines;
- within a purpose-built refuge or shelter;
- where a structure or physical barrier has been erected to provide a position of safety; or
- immediately in front of stationary and Secured Rail Traffic.

Shunt

To move rail traffic, rakes of vehicles, or vehicles on lines for purposes other than through movement.

Travel

Planned or purposeful movement from one location to another.

*WARNING/CAUTION
Handsignal*

A handsignal to indicate to rail traffic crews to reduce speed and travel at restricted speed.

Whistle

A device such as a bell, whistle, siren, horn or hooter, fitted to rail traffic to give audible warning.

1. Purpose

This Rule details the protocols for giving movement commands to *Rail Traffic Crews*. The purpose of these commands is to control the movement of *Rail Traffic* through a *Fixed Worksite* or during *Shunting* operations.

2. General

2.1. Giving Handsignals

Handsignals must be given:

- facing the *Rail Traffic*;
 - During *Shunting* operations where it is not possible to face the *Rail Traffic*, the *Handsignaller* must be satisfied that the *Rail Traffic Crew* can see all *Handsignals*.
- in such a position that there can be no misunderstanding as to the purpose of the *Handsignal*;
- in a clear and timely manner; and
- so that the *Handsignals* will be received and acted upon only by those who are being signalled.

A *Handsignaller* must:

- be in or have access to a *Safe Place*;
- be in clear view of those who are being signalled; and
- have *Effective Communication*.

At worksites and *Fixed Signals*, the *Handsignaller* must remain at the designated position, unless they are:

- replaced by another *Handsignaller*; or
- no longer required.

If conditions such as visibility change, the *Handsignaller* must tell the *Protection Officer*.

Where *Handsignalling* at *Fixed Signals* and visibility changes, the *Handsignaller* must tell the *Network Controller*.

2.2. Responding Handsignals and Verbal Commands

If the meaning of a *Handsignal* or verbal command is not understood, *Rail Traffic Crews* must stop to find out the meaning.

Rail Traffic Crews must:

- obey *Handsignals* and verbal commands; and
- acknowledge *Handsignals* and verbal commands other than those given as part of *Shunting*.

3. Use of Handsignals and Verbal Commands

Rail Traffic movements through a *Fixed Worksite* or during *Shunting* operations must be directed by continued *Handsignals* or regular verbal commands.

Handsignals must be given using:

- flags or hands during daylight; and
- lights during hours of darkness or *Low Visibility*.

Where verbal commands are used to direct a *Rail Traffic* movement, the *Competent Worker* directing the movement, and the *Rail Traffic Crew*, must communicate at agreed intervals.

During *Shunting* operations, if the *Rail Traffic Crew* loses sight of the *Handsignal* or after *Travelling* half the nominated distance, there is no further *Handsignal* or verbal command, the *Rail Traffic Crew* must:

- bring the movement to a stop;
- sound the *Whistle*; and
- not move again until regular *Handsignals* or verbal commands are re-established.

When verbal commands are used for *Shunting*, the *Rail Traffic Crew* must be told the direction and distance to be *Travelled*.

A *Handsignal* must be continued:

- for an ALL CLEAR *Handsignal*, until acknowledged by the *Rail Traffic Crew*;
- for *NORMAL SPEED* and *WARNING / CAUTION Handsignals*, until the cab of the leading rail vehicle has passed the *Handsignaller*;
- for a STOP *Handsignal*, until:
 - the *Rail Traffic* has stopped; or
 - the *Handsignaller* displays another *Handsignal*.

3.1. Handsignalling at a Fixed Signal

If *Handsignalling* at a *Fixed Signal*, a *Handsignaller* must:

- be able to see whether the *Fixed Signal* is at STOP; and
- if *Rail Traffic* is required to stop, give a STOP *Handsignal* until *Rail Traffic* has stopped.

If the *Fixed Signal* being held at STOP clears, the *Handsignaller* must:

- tell the *Network Controller* to set the *Fixed Signal* at STOP; and
- inform the *Protection Officer*, where provided.

3.2. Standing Clear of Fixed Signal

A *Handsignaller* must stand well away from *Fixed Signal* if:

- *Rail Traffic* is not required to stop; or
- not *Handsignalling* at a *Fixed Signal*.

4. Emergency or Danger Handsignals and Verbal Commands

Rail Traffic Crews must stop their *Rail Traffic* immediately if they receive an *EMERGENCY* or *DANGER* signal communicated by:

- vigorous and erratic waving of arms, a flag or a light; or
- a verbal command “emergency, emergency, emergency, stop, stop, stop”.

5. Stop Handsignals

Rail Traffic Crews must stop their *Rail Traffic* if they receive a STOP *Handsignal* communicated by:

- a red flag;
- a red light; or
- both hands held high.

6. Warning/Caution Handsignals

A *WARNING / CAUTION Handsignal* tells *Rail Traffic Crews* to reduce to *Restricted Speed*, or *Travel at Restricted Speed*.

A *Handsignaller* waves a yellow flag or yellow light from side to side to give *Rail Traffic Crews* a *WARNING / CAUTION Handsignal* when *Protecting* a worksite.

Rail Traffic Crews must *Travel at Restricted Speed* until the last rail vehicle has passed the worksite.

7. Proceed at Normal Handsignals

A *PROCEED AT NORMAL SPEED Handsignal* tells *Rail Traffic Crews* to Proceed at *Normal Speed*.

A *Handsignaller* holds a green flag or green light steady to give *Rail Traffic Crews* the *PROCEED AT NORMAL SPEED Handsignal*.

8. All Clear Handsignals













An *ALL CLEAR Handsignal* tells *Rail Traffic Crews* that workers are aware of approaching *Rail Traffic* and the workers will remain *Clear* until that *Rail Traffic* passes.

A *Handsignaller* holds up a steady white light or one hand to give the *ALL CLEAR Handsignal*.

9. General Handsignals

The following figures show the *Handsignals* that must be used in the *Network*.

Figure 2003-1 Handsignals and Verbal Commands

Signal / Use	Verbal Command	Using Flags	Using Lights	Using Hands
Stop	"Stop" or "Red light" during shunting operations only	 Steady red flag	 Steady red light	 Both hands held high
Emergency or Danger	"Emergency, Emergency, Emergency Stop, Stop, Stop"	 Vigorous and erratic waving of flag	 Wave any light in a vigorous and erratic manner	 Vigorous and erratic waving of arms
Warning/ Caution	"Reduce to, and travel at restricted speed"	 Wave yellow flag slowly	 Wave yellow light slowly	Nil
Proceed at Normal Speed	"Proceed at Normal speed"	 Steady green flag	 Steady green light	Nil
All Clear	"I am aware of your approach"	Nil	 Steady white light	 One hand held up

10. Shunting Handsignals and Verbal Commands

Figure 2003-2 Shunting Handsignals and Verbal Commands














Signal / Use	Verbal Command	Using Flags	Using Lights	Using Hands
Move Away	“(ID) Move away from me”	Nil	 <p>Swing white light backwards and forwards beside body</p>	 <p>Hold one hand up and outwards and wave in a vertical circle</p>
Move Away Slowly	“(ID) Move slowly away from me”	Nil	 <p>Swing green light backwards and forwards beside body</p>	 <p>Hold one hand up and outwards and wave in a vertical circle. Hold the other hand up and outwards.</p>
Move Towards	(ID) “Move towards me”	Nil	 <p>Wave white light slowly back and forth across the body</p>	 <p>Wave one hand slowly back and forth overhead</p>

Figure 2003-3 Shunting Handsignals and Verbal Commands continued.

Signal / Use	Verbal Command	Using Flags	Using Lights	Using Hands
Move Towards Slowly	"(ID) Move towards me slowly"	Nil	 <p>Wave green light slowly back and forth across the body</p>	 <p>Wave one hand slowly back and forth overhead, holding the other hand up and outwards</p>
Close Up or Couple Up	"(ID) Close Up" or "(ID) Couple Up"	Nil	 <p>Wave green light slowly back and forth across the body</p>	 <p>Hold both hands up and outwards and repeatedly bring hands together to form an arch</p>
Admit	"(ID) OK to enter"	 <p>Wave green flag slowly back and forth across body</p>	 <p>Wave green light slowly back and forth across the body</p>	 <p>Hold one hand up and outwards</p>

11. References

Nil

12. Effective Date

4 May 2016