

# Network Safeworking Rules and Procedures

## Responsibilities of Rail Traffic Crews

Rule Number: 2027

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#### Document History

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# 1. Purpose

The purpose of this rule is to provide instructions detailing the responsibilities of *Rail Traffic Crews* on the *Network*.

## 2. General

*Rail Traffic Crews* must be competent:

- to manage the *Rail Traffic* they operate in the *Network*;
- in the *Systems of Safeworking* relevant to their area of operation; and
- for the *Route* over which they *Travel*.

## 3. Responsibilities

*Rail Traffic Crews* must:

- make sure their *Rail Traffic* can be operated safely before they enter and during *Travel* in the *Network*;
- ensure their *Rail Traffic* carries sufficient *Safeworking* and *Authority* forms applicable to the line being *Travelled*, before entering the *Network*;
- tell the *Network Controller* if a defect is detected on their *Rail Traffic*;
- tell the *Network Controller* if an *Infrastructure* defect is detected;
- co-operate with *Competent Workers* in the performance of their duties;
- tell the *Network Controller* about breaches to the *Network Safeworking Rules and Procedures*; and
- promptly report delays to the *Network Controller*.

If *Rail Traffic Crew* of a *Train*, ensure that the *Drivers Information System (DIS)* documentation is obtained prior to departing the originating depot and is retained for the duration of the journey.

### 3.1 Vigilance

*Rail Traffic Crews* must:

- observe the *Track* in the direction of *Travel*;
- observe other *Rail Traffic*;
- frequently observe to the rear to ensure that the *Rail Traffic* is following in a safe and proper manner;
- not engage in any activity that distracts their attention or the attention of others;
- be prepared to stop or reduce *Rail Traffic* speed if required;
- not exceed speed limits;
- reduce *Rail Traffic* speed if it is considered that the conditions prevent safe operation at *Normal Speed*;
- stop, if braking equipment is not considered to be operating as expected;
- pay particular attention when:
  - *Authorities* are being received;
  - reporting their position;
  - visibility is impaired for any reason; and
  - approaching:
    - a *Block Station*;
    - a *Crossing Location*;
    - signals, indicators and signs;
    - *Track Workers*;
    - *Level Crossings*; and
    - End of *Limit of Authority*.

### 3.2 Cross Checks

Where there is more than one *Rail Traffic Crew* member, each *Rail Traffic Crew* member must be aware of and agree to the current *Limit of Authority*.

The *Rail Traffic Crew* must confirm with each other the meaning of:

- Signals;
- *Points* settings;
- *Permanent Speed Restriction* signs; and
- *Temporary Speed Restriction (TSR)* signs.

### 3.3 Display of Authority

Where the *Authority* is carried on the *Rail Traffic*, it must be displayed in conspicuous view of the crew member at the controls of the *Rail Traffic*.

## 4. Rail Traffic Crew Changeover

*Rail Traffic Crews* must tell a relieving *Rail Traffic Crew* about any conditions that could affect the operation of the *Rail Traffic*.

### 4.1 Relieving Rail Traffic Crew

The relieving *Rail Traffic Crew* must check the status of the *Authority In-Effect* and, if the *Authority* is a written *Authority*, make sure that it is:

- understood;
- correctly recorded; and
- clearly displayed.

The relieving *Rail Traffic Crew* must tell the *Network Controller* about:

- the change of *Rail Traffic Crew*;
- any change to communications arrangements;
- the *Limits* of the *Authority* currently *In-Effect*; and
- any special instructions.

If the *Limits of Authority* or special instructions reported by the *Rail Traffic Crew* are incorrect, the *Network Controller* must issue a new *Authority* or provide updated instructions as required.

### 4.2 Rail Traffic Crew Being Relieved

The *Rail Traffic Crew* being relieved must not depart until they have made sure that the relieving *Rail Traffic Crew* understands:

- the status of the *Authority In-Effect*;
- the status of signals and *Points*;
- the speed limits applicable for the *Rail Traffic*;
- the status of *Track* and *TSRs* in place; and
- any factors that could affect the safety of *Rail Traffic*.

## 5. Examination of Other Rail Traffic

*Rail Traffic Crews* must check other *Rail Traffic*, as effectively as the circumstances allow, for:

- loading irregularities;
- *Rail Traffic* defects;
- dragging equipment;
- the presence and operation of an *End-of-Train Marker*, and
- any other irregularities.

### 5.1 Roll-by Inspection

One member of the *Rail Traffic Crew* must be in a *Safe Place*, at ground level if possible, to conduct a *Roll-by Inspection* of other *Rail Traffic*.

The relieved *Rail Traffic Crew* must carry out a *Roll-by Inspection* of the *Rail Traffic* as it departs the change-over *Location*, unless there will be a delay due to ongoing loading etc.

### 5.2 Advising of the Examination

*Rail Traffic Crews* must inform each other after the examination and advise that the other *Rail Traffic* is *Complete* and whether or not there were any irregularities.

Where an *End-of-Train Marker* is missing, *Rail Traffic Crews* must act in accordance with Rule 4005 Rail Traffic Lights and Markers.

## 6. Reporting and Managing of Faults and Unsafe Conditions

If a defect or unsafe condition is detected, *Rail Traffic Crews* must tell:

- the affected *Rail Traffic Crew*, and
- the *Network Controller*.

If a fault or failure requires attention by the *Rail Traffic Crew*, they must, if necessary, arrange for *Protection* from other *Rail Traffic* in accordance with Rule 4001 Protecting Disabled Rail Traffic.

# 7. Overdue Occupancies

## 7.1 Stopped Rail Traffic

If a *Rail Traffic* stoppage is or will become extended, the *Rail Traffic Crew* must:

- tell the *Network Controller* the *Location* and the reason why the *Rail Traffic* is overdue;
- if necessary, *Secure* the *Rail Traffic*; and
- if necessary, provide *Protection* for the *Rail Traffic* in accordance with Rule 4001 Protecting Disabled Rail Traffic.

## 7.2 Inspecting Stopped Rail Traffic



**WARNING:** Where there is a risk of being struck by *Rail Traffic* on *Adjacent lines*, the *Rail Traffic Crew* must arrange to implement safety measures in accordance with Procedure 9010 Protecting Work from Rail Traffic on Adjacent Lines.



**WARNING:** *Adjacent lines* may be under the control of a different *Network Controller* or *Access Provider*.

If it is necessary to inspect their *Rail Traffic* the *Rail Traffic Crew* must:

- make sure that they and the *Rail Traffic* are *Protected* against *Rail Traffic* on *Adjacent lines*; and
- tell the *Network Controller* the result of the inspection.

## 7.3 Disabled Rail Traffic

If the *Rail Traffic Crew* reports overdue *Rail Traffic* as *Disabled*, the *Network Controller* must act in accordance with Rule 4009 Removing Disabled Rail Traffic.

## 8. Confirming Rail Traffic Complete

When it is necessary to determine that *Rail Traffic* is *Complete*, the following methods must be used by *Rail Traffic Crews* or other *Competent Workers*:

- a visual inspection has verified the presence of the *End-of-Train Marker*;
- where information is provided by an *End-of-Train Monitoring* system;
- no unaccounted brake reduction has occurred and no other sign on the brake gauge is evident which indicates the *Train* is not *Complete*; or
- it is determined that the correct vehicle is at the rear of the *Rail Traffic*.

## 9. References

4001 Protecting Disabled Rail Traffic

4005 Rail Traffic Lights and Markers

4009 Removing Disabled Rail Traffic

9010 Protecting Work from Rail Traffic on Adjacent Lines

## 10. Effective Date

3 February 2020