

Network Safeworking Rules and Procedures

Responsibilities of Rail Traffic Crews

Rule Number: 2027



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Rail

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Table of Contents

Glossary of this Rule	4
1. Purpose	7
2. General	7
3. Responsibilities	7
3.1 Vigilance	8
3.2 Cross Checks	9
3.3 Display of Authority.....	9
4. Rail Traffic Crew Changeover.....	9
4.1 Relieving Rail Traffic Crew.....	9
4.2 Rail Traffic Crew Being Relieved	10
5. Examination of Other Rail Traffic	10
5.1 Roll-by Inspection	10
5.2 Advising of the Examination.....	10
6. Reporting and Managing of Faults and Unsafe Conditions	11
7. Overdue Occupancies	11
7.1 Stopped Rail Traffic	11
7.2 Inspecting Stopped Rail Traffic	11
7.3 Disabled Rail Traffic.....	11
8. Confirming Rail Traffic Complete	12
9. References	12
10. Effective Date.....	12

Glossary of this Rule

<i>Access Provider</i>	An organisation that provides and manages a Rail Network and safe method of entry to that network for Access Users.
<i>Adjacent</i>	Near to, close to, parallel to.
<i>Authority</i>	Formal name for a written Authority (e.g. Local Possession Authority, Alternative Proceed Authority).
<i>Block Station</i>	A station at either end of a block section at which equipment is provided to control the movement of rail traffic.
<i>Civil Infrastructure</i>	The track, track formation and drainage, and fixed structures beside, over or under the track. The term includes supports for overhead electric traction equipment and supports for signalling and telecommunications equipment, but not the equipment itself.
<i>Competent Worker</i>	A worker certified as competent to carry out a relevant task.
<i>Complete</i>	Rail traffic where the consist has not parted.
<i>Crossing Location/Station</i>	May consist of single or double ended portion of track, to hold rail traffic, connected to a main line that is used to permit other rail traffic to cross or pass.
<i>Disabled</i>	Unable to travel due to a defect.
<i>Drivers Information System (DIS)</i>	<ul style="list-style-type: none"> • A system that can provide Rail Traffic Crews with: • Train Consist • Temporary Speed Restrictions • Permanent Speed Restrictions • Standard Timetable • Train Notices • Instructions • Track Warnings • • Vehicle Restrictions
<i>Electrical Infrastructure</i>	<p>may include:</p> <p>Equipment and systems for supplying and distributing electricity</p> <p>Wires, cables, electrical equipment, electrical switch rooms, signalling and substations.</p>
<i>End-of-Train Marker</i>	A device, including tail lights, fitted to the trailing end of the last vehicle of a rail traffic consist to indicate the end of the consist.
<i>End-of-Train Monitor</i>	A device secured to the coupler of the last vehicle which communicates via radio link to the locomotive and provides real time end-of-train air pressure and other related information (e.g. rail traffic separation alarm).

<i>In-Effect</i>	Activate, become current, in force.
<i>Infrastructure</i>	See civil infrastructure; electrical infrastructure; signalling infrastructure and telecommunications infrastructure.
<i>Level Crossings</i>	A location where the railway line and a road or pedestrian walkway cross paths on the same level (at grade).
<i>Limit Of Authority</i>	The limit may be defined by a sign, a signal capable of displaying a STOP indication, or a specific kilometrage point on a line. It defines the location to which rail traffic may travel under a Proceed Authority or the limits of a work on track authority.
<i>Location</i>	A place in the Network with a designated name, identification number, or signalling reference.
<i>Network</i>	A combination of track and other associated infrastructure controlled by Brookfield Rail.
<i>Network Controller</i>	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.
<i>Network Safeworking Rules and Procedures</i>	The master set of Brookfield Rail rules and procedures that define how Access Users operate safely on the Brookfield Rail Network.
<i>Normal Speed</i>	A speed that does not exceed the speed limit currently in effect for the section of line and type of rail traffic.
<i>Operator's Representative</i>	A person authorised by an above rail or below rail Operator to act on their behalf.
<i>Permanent Speed Restriction</i>	A speed restriction (not temporary) imposed on the Network due to characteristics of the infrastructure.
<i>Points</i>	A track component consisting of paired pieces of tapered rail (blades) that can be moved and set to allow tracks to diverge or converge.
<i>Protection</i>	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.
<i>Rail Traffic</i>	Trains and track vehicle or vehicles travelling on the Network.
<i>Rail Traffic Crew</i>	Competent Workers responsible for the operation of the Motive Power Unit.
<i>Road Rail Vehicle</i>	A road vehicle fitted with additional rail gear that enables the vehicle to be driven on rail.
<i>Roll-by Inspection</i>	A visual inspection of passing rail traffic to identify equipment, loading security or other defects or failure.
<i>Route</i>	The rail traffic path from one limit of authority to the next in the direction of travel.

<i>Safe Place</i>	<p>A Safe Place is:</p> <ul style="list-style-type: none"> • 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.
<i>Secure</i>	To safeguard against accidental or unauthorised access or movement.
<i>Signalling and Communications Infrastructure</i>	Signalling equipment and telecommunications equipment used as part of the safeworking and operating systems of the Network.
<i>Systems of Safeworking</i>	An integrated system of operating procedures and engineered systems used in the Network, for safe operation of rail traffic, and protection of people and property.
<i>Temporary Speed Restriction (TSR)</i>	An imposed reduction of the normal speed for a portion of track.
<i>Track</i>	The combination of rails, rail connectors, sleepers, ballast, points and crossings.
<i>Track Workers</i>	Competent rail safety workers whose primary duties are associated with work on or around infrastructure in the Rail Corridor.
<i>Train</i>	A locomotive or self-propelled vehicle, alone or coupled to one or more vehicles. Rail Traffic.
<i>Travel</i>	Planned or purposeful movement from one location to another.

1. Purpose

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

2. General

Rail Traffic Crews must be competent:

- for 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:

- 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;
- 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*.

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;
- advise the operator of any *Road Rail Vehicle* known to be following when it is necessary to stop or reduce speed;
- 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*; and
 - *Level Crossings*.

3.2 Cross Checks

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 token or written *Authority*, make sure that it is:

- understood;
- correctly recorded, if written; 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

4 May 2016