

Network Safeworking Rules and Procedures

Shunting and Marshalling

Rule Number: 4013



Brookfield
Rail

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Glossary for this Rule

<i>Active Control Level Crossing</i>	A road or pedestrian level crossing where warning equipment warns road users and pedestrians about approaching rail traffic by devices such as flashing lights or barriers.
<i>Adjacent</i>	Near to, close to, parallel to.
<i>Advertise</i>	To give written or electronic notice, usually in advance, of planned activities.
<i>Airbrake</i>	A braking system activated by change in air pressure.
<i>Brookfield Rail</i>	Brookfield Rail Pty. Ltd.
<i>Catch Points</i>	Single or double bladed points used to derail rail traffic that might enter or foul an adjacent running line.
<i>Clear</i>	A proceed indication displayed by a signal. In reference to a track circuit, block, section or signal route, the absence of rail traffic. In reference to track workers being clear of track.
<i>Competent Worker</i>	A worker certified as competent to carry out a relevant task.
<i>Consist</i>	A listed order of the vehicles arranged to make up a complete train.
<i>Delegate</i>	A Competent Worker authorised and designated to act in place of another.
<i>Derail Device</i>	A device intended to guide the wheels of rail traffic off the rails to protect a running line.
<i>Effective Communication</i>	The ability to successfully send, receive and understand information. The communication does not need to be continuous.
<i>Fixed Signal</i>	A signal that is located permanently near the line.
<i>Handbrake</i>	A device to secure a rail vehicle against movement.
<i>Haul</i>	To move rail traffic using a motive power source at the leading end.
<i>Level Crossing</i>	A location where the railway line and a road or pedestrian walkway cross paths on the same level (at grade).
<i>Locomotive</i>	Self-propelled, non-passenger-carrying railway vehicles used for hauling other (typically freight or passenger) rolling stock.
<i>Main Line</i>	The running line (not including Loops) normally used for running rail traffic through and between locations
<i>Marshal</i>	To arrange the order of vehicles in a train's consist.
<i>Marshalling Irregularity</i>	An irregularity in marshalling of a train, for example, not in accordance with the Dangerous Goods code.

<i>Motive Power Unit</i>	A rail vehicle used to provide the power to move itself or other vehicles.
<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>Obstruct</i>	To make a line unsafe for the passage of rail traffic by the placing of tools, equipment or plant on the track.
<i>Platform</i>	A designated raised or level area, next to the line, that allows passengers to enter and leave trains.
<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>Propel</i>	To push rail traffic away from the controlling locomotive or motive power unit.
<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>Restricted Speed</i>	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. Restricted speed must not exceed 25 km/h.
<i>Route</i>	The rail traffic path from one limit of authority to the next in the direction of travel.
<i>Running Line</i>	A line (other than a siding) that is used for through movement of rail traffic, not normally used for stabling rail vehicles.
<i>Section</i>	The line between the departure end station limit of one location and the arrival end station limit of another location. A section consists of one or more blocks.
<i>Secure</i>	To safeguard against accidental or unauthorised access or movement.
<i>Shunt</i>	To move rail traffic, rakes of vehicles, or vehicles on lines for purposes other than through movement.
<i>Stable</i>	To leave rail traffic unattended and secured, usually in a siding.
<i>Station Limits</i>	A defined operational limit of controlled locations or a running line.
<i>Track</i>	The combination of rails, rail connectors, sleepers, ballast, points and crossings.
<i>Unauthorised</i>	Not given approval, or exceeding the limit of authority.

1. Purpose

The purpose of this Rule is to prescribe the rules for safe *Shunting* and *Marshalling* in the *Network*.

2. General

Vehicles must not be *Shunted* in the *Network* without a *Motive Power Unit* attached (i.e. loose-*Shunted*).

2.1 Shunting

Shunting is moving *Rail Traffic*:

- to arrange or rearrange vehicle order in a *Consist*;
- to attach or detach vehicles from a *Consist*;
- to move vehicles in a yard or terminal; or
- to or from *Running Lines*, except for through *Rail Traffic* movements.

Shunting must be performed at a speed not exceeding restricted speed.

When performing *Shunting*, *Rail Traffic* may only be moved with the authority of the *Competent Worker* directing the *Shunting* operations.

Workers not involved in *Shunting* must stay *Clear* of moving vehicles.

2.2 Marshalling

Vehicles carrying Dangerous Goods must be *Marshalled* in accordance with the [Australian Code for the Transport of Dangerous Goods by Road and Rail \(ADG Code\)©](#).

3. Planning Shunting



WARNING: If there are narrow *Track* clearances, *Competent Workers* performing *Shunting* must keep at least 2 metres between themselves and moving vehicles.

When planning *Shunting* the *Competent Worker* directing *Shunting* operations must:

- confer with the *Network Controller* and agree about planned movements;
- confer with the *Rail Traffic Crew* and other *Competent Workers* and agree about planned movements; and
- warn other *Competent Workers* of hazards presented by narrow *Track* clearances, such as:
 - gates and fences;
 - buildings;
 - *Platforms*; and
 - rail vehicles on *Adjacent* lines.

Competent Workers during *Shunting* operations must:

- if necessary, arrange for clearance of *Fixed Signals*;
- make sure that *Routes* are correctly set and safe for movements; and
- make sure that it is safe to *Shunt*.

Competent Workers must tell *Network Controller* when *Shunting* within their area of control has been completed.

3.1 Shunting Over Points

If the *Competent Worker* directing *Shunting* is not assured that the *Points* will hold their set positions, the *Points* must be *Secured* for the intended *Route*.

4. Directing Shunting

A *Competent Worker* directing *Shunting* must:

- make use of radio, hand or light signals to *Communicate Effectively* with the worker at the controls of the *Motive Power Unit*;
- be in a position where the safe progress of the movement and the line ahead can be seen; and
- closely accompany or ride in or on the leading vehicle in a position designated as safe by the operator and approved by *Brookfield Rail*.

Rail Traffic Crews and *Competent Workers* directing *Shunting* must communicate at agreed intervals.

If communication between a *Competent Worker* directing *Shunting* and the *Rail Traffic Crew* is interrupted, the *Rail Traffic Crew* must stop the movement immediately.

5. Running Lines

Shunting on *Running Lines* must be authorised by the *Network Controller*.

On *Running Lines*, vehicles being *Shunted* must be equipped with an operating continuous *Airbrake*.

Vehicles with defective brakes must be *Shunted* in accordance with *Brookfield Rail's* specific instructions (refer Rule 4003 Rail Traffic Integrity).

6. Level Crossings

A *Shunting* movement over a *Level Crossing* must:

- be directed by a *Competent Worker*;
- not be commenced unless the *Level Crossing* is *Clear*, or road and pedestrian traffic has stopped; and
- not be commenced before it is safe to do so.

Where provided, *Active Control Level Crossing* equipment must be operated.

Shunted vehicles *Hauled* or *Propelled* across a *Level Crossing* must have the continuous *Airbrake* throughout the *Consist*.



NOTE: The *Consist* of vehicles being shunted must comply with Brookfield Rail's Automatic Air and Vacuum Brake Instructions.

7. Attaching Locomotive

After attaching a *Locomotive* to stationary vehicles, the *Rail Traffic Crew* must fully pressurise the brake pipe before releasing *Handbrakes*.

8. Detached Rail Vehicles

Vehicles must not be detached from a *Motive Power Unit*, or a continuous brake system, until they are *Secured* against unintended movement by the use of sufficient effective *Handbrakes* or other devices, in accordance with Rule 4001 Rail Traffic Integrity.

Detached vehicles must be *Secured*:

- where necessary, *Clear of Adjacent* lines;
- *Clear of Level Crossings*; and
- inside *Catch Points* or *Derail Devices* provided to prevent vehicles entering *Running Lines*.

The *Rail Traffic Crew* must advise the *Network Controller* of vehicles detached en-route.

9. Vehicles Under Repair

Vehicles with warning signs, flags or lights must not be moved or *Shunted* against or have other vehicles attached to them unless:

- the warning signs, flag or lights are removed by the workers who put them there;
- no work is being done on or near the vehicles; and
- it is safe to move the vehicles.

10. Stabling Rail Traffic

10.1 On Running Lines

Rail Traffic may be *Stabled* on *Running Lines* only if:

- *Derailing Devices* are available;
- where *Derailing Devices* are not available, it has been authorised by the *Brookfield Rail Manager Network Operations* or *Delegate*;
- *Advertised*, when required;
- *Unauthorised access to Motive Power Unit* controls are prevented, and
- it is *Secured* against unintended movement.

10.2 In Station Limits

Where possible, when *Rail Traffic* is *Stabled* on a *Running Line* within *Station Limits*, the *Points* must be set to divert other *Rail Traffic* around the *Stabled Rail Traffic*.

10.3 In Sections

If the *Rail Traffic* is *Stabled* on the *Main Line* within a *Section*, the *Rail Traffic* must be treated as an *Obstruction* and *Protected* in accordance with Rule 4001 Protecting Disabled Rail Traffic.

11. Marshalling Irregularity

If a *Marshalling Irregularity* is identified, the *Network Controller* and the *Rail Traffic Crew* must jointly arrange for the irregularity to be corrected.

12. Restoring Equipment

After completion of *Shunting* a *Competent Worker* must restore *Points*, signals and other equipment to their normal position.

The *Competent Worker* must report to the *Network Controller* that equipment has been restored.

13. References

4001 Protecting Disabled Rail Traffic.

4003 Rail Traffic Integrity

Australian Code for the Transport of Dangerous Goods by Road and Rail (ADG Code)©

Automatic Air and Vacuum Brake Instructions

14. Effective Date

4 May 2016