



Commonwealth of Australia Gazette

PUBLISHED BY AUTHORITY

No. 9

CANBERRA, FRIDAY, 6 FEBRUARY

1970

COMMONWEALTH RAILWAYS

By-law No. 97

IN pursuance of the Commonwealth Railways Act 1917-68, I, the Governor-General in and over the Commonwealth, acting with the advice of the Federal Executive Council, hereby approve of the following By-law No. 97 made by the Commonwealth Railways Commissioner under the powers conferred by that Act.

Dated this eighth day of January 1970.

PAUL HASLUCK
Governor-General

By His Excellency's Command,

IAN SINCLAIR
Minister of State for Shipping and Transport

Commonwealth Railways Act 1917-1968

Pursuant to the powers in that behalf conferred on me by the Commonwealth Railways Act 1917-1968, I hereby make the By-law set forth hereunder, to come into operation on the first day of February, 1970, and do hereby repeal By-laws 77, 83, 84, 86, 87, 91 and 96.

K. A. SMITH
Commonwealth Railways Commissioner

Melbourne, 31 October 1969

By-law No. 97

General Rules for the conduct of Traffic and for the guidance of the employees in the Commonwealth Railways Service:

COMMONWEALTH RAILWAYS

GENERAL RULES

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SECTION A

Definitions

1. In these rules, unless the subject or context clearly indicates otherwise:

Words used in the singular shall be deemed to include the plural number, and words used in the plural shall be deemed to include the singular number.

The words 'he', 'him' and 'his' shall be deemed to refer to either a male or female.

*Term**Means*

Commissioner	The Commonwealth Railways Commissioner; and shall include a Deputy of the Commissioner, an Acting Commissioner, or a person to whom the Commissioner's powers have been delegated.
Service	The Railway Service controlled by the Commissioner.
Railway or	Any railway vested in the Commissioner; and where necessary includes all lands, buildings, works, and things connected therewith or appurtenant thereto.
Railways or	
Railway premises or	
Commonwealth Railways	
Head of Branch	The Head of a Branch or his deputy.
Employee	Any person employed by the Commissioner.
Roadmaster	An officer responsible for operations associated with the maintenance of the permanent way over a prescribed portion of the line.
Train controller	The employee authorised to regulate the running of trains over a prescribed portion of the line; and under the train order system also to control the movements of the trains.
Officer-in-charge	The stationmaster, roadmaster, foreman or other employee responsible for the operations at the station, depot or other place.
Stationmaster	The employee for the time being in charge of a station, goods shed, depot, siding or other transportation premises.
Signalman	The employee of the Transportation Branch directly responsible for the safe working of trains and for the operation of signals and/or safe working appliances.
Ganger	The employee in charge of a gang of fitters or in charge of a gang other than fitters working on or about the line.
Fitter	An employee employed on the maintenance of the permanent way.
Signal fitter	An electrical or mechanical fitter engaged on the installation, maintenance or repair of signals and safeworking apparatus.
Shunter	An employee in charge of or conducting shunting operations.
Guard	An employee in charge of a train.
Driver	An employee in charge of an engine.
Observer	An employee assisting the driver in the management of an engine and in the observance of signals.
Enginemen	The driver and observer of a train.
Trainmen	The guard, driver and observer of a train.
Train examiner	An employee appointed or deputed to examine all types of vehicles, not including engines.
Hand signalman or	An employee appointed to exhibit signals by flag or lamp.
Flagman	
Signal-box	The place where signal levers are fixed, or, where there are no fixed signals, the place where the safe-working appliances are located.

Engine	A locomotive or other unit, self propelled by any form of energy, or a combination of such units operated from a single control, being the motive power of a train.
Light engine	An engine, or engines coupled, without vehicles.
Train	An engine, or engines coupled, with or without vehicles, a railcar or a motor inspection car; also, when it is impracticable for such a unit to be removed from the track by the employees accompanying it, a motor section car, a self-propelling track maintenance machine or a similar unit working over long distances covering more than one section.
Goods train	Any train except a passenger or mixed train unless the context otherwise requires.
Ballast train	A train engaged in delivering or collecting ballast.
Work train	A train (other than a ballast train) engaged in connection with Way and Works operations, washaways, derailments and the like.
Breakdown train	A train proceeding to clear the running line or to assist a disabled train.
Brakevan	A vehicle, provided for occupation by the guard or his assistant, which is fitted with an air brake cock, a hand brake wheel and other facilities for the guard to carry out his duties; or, when the vehicle is of a composite type, that portion of the vehicle containing those facilities.
Attended station	A station or siding at which trains are authorised to cross or pass and at which an employee is on duty for train working.
Unattended station	A station or siding at which trains are authorised to cross or pass and at which an employee is not on duty for train working.
Station yard limits	The area between an outer home signal (where provided), or a home signal, or the board erected to indicate the boundary of the station yard limits, or (where neither a signal or indicator board is provided) a point 20 yards outside the outermost facing points at one end and whichever of the foregoing is provided or applicable at the opposite end of the yard, or the dead end at a terminal station; and includes all loops and sidings not connected to the main line outside the points designated above.
Section	That portion of the main line between adjoining crossing stations, emergency crossing stations or control points which is outside the station yard limits of both.
Main line	The line normally used for running trains through and between stations.
Crossing loop	A line in a station or siding, secondary to the main line, and provided primarily for the crossing and passing of trains.
Running line	The main line and crossing loops.
Facing points	Those points by which a train or vehicle can be diverted from one line to another.

- Trailing points . . . Those points over which trains or vehicles from two lines converge into one line.
- General Appendix . . . The book entitled 'General Appendix to the Book of General Rules and Working Timetable and Other Instructions', in one or more parts, containing regulations and instructions supplementary to these rules, or explaining the application of these rules to particular places or circumstances.

SECTION B GENERAL

Condition of service

2. Every employee must devote himself exclusively to the service, and conform to all the by-laws, rules, regulations and instructions of the service. He must reside at whatever place he may be appointed, attend at such hours as may be required, and pay prompt obedience to all persons placed in authority over him.

When on duty he must be alert and attentive to the requirements of his position.

Seat of Government Railway

3. Notwithstanding anything contained in this by-law, employees engaged in the working of trains on the Seat of Government Railway will be subject to the rules, regulations and instructions of the Railways Commissioner for New South Wales, respecting the working of trains.

Names and addresses of employees

4. The name and address of every employee must be registered at the station, depot or office to which he is attached so that he may be readily found if required when off duty. The employee must at once notify the officer-in-charge of any change of address.

Absence from or exchange of duty

5. An employee shall not absent himself from duty, or alter his appointed hours of attendance, or exchange duty with any other employee without the permission of the officer-in-charge. In case of illness, accident or any other cause, he must send the earliest possible advice to the officer-in-charge in accordance with the provisions of staff by-law; and, in the case of illness, must promptly furnish a medical certificate if required by the Head of the Branch or his representative.

Uniform clothing

6. Every employee receiving uniform clothing must, when on duty, appear in it clean and neat, with the number and badge in good condition.

Full uniform must be worn, except where there is special authority to wear other than full uniform in extreme climatic conditions. When such special authority has been given, each employee concerned must strictly adhere to the alternative attire specified.

Uniforms are the property of the Commissioner, and must be worn only when on duty, or when going to or from work.

Any employee who disfigures or damages any portion of his uniform through private or improper use, or is unable to produce any article when requested, may be required to replace that portion of his uniform or the article at his own expense.

Employees not provided with uniform clothing must appear neat and tidy when on duty, having regard to the nature of the duties to be performed. Clothing and footwear must conform to such standards as may be determined by the Head of the Branch.

Conduct of employees

7. Employees must be prompt, civil and obliging. They must provide every proper facility for the business to be performed; give full and correct information to the public or to other employees entitled to receive it; and, when asked, must give their names without hesitation. An employee must not use improper language; or threaten, assault or enter into an altercation with the public or his fellow employees, whatever provocation may be given him. Employees must not make improper endorsements on official instructions, correspondence, documents or in books.

Safety first

8. The safety of the public, his fellow employees and the running line, also the protection of property, shall be the first and most important duty of every employee.

Books of instruction

9. (a) Every employee, except wages employees engaged in the workshops, men employed on special or additional work not connected with the running of trains, and others whose duties in the opinion of the Head of the Branch do not require it, must be supplied by the officer-in-charge with a copy of these rules. Each employee so supplied must have the book when on duty and produce it when required.

Employees engaged on special or additional work not connected with the running of trains and others whose duties in the opinion of the Head of the Branch do not require that they be issued with a personal copy, must be informed by the officer-in-charge on taking up duty of the existence of the Book of General Rules and instructed to make themselves conversant with those rules governing their employment and duties.

In gang trolley sheds and goods sheds, where two or more men who do not receive a copy of these rules are employed, and at other places where it is considered necessary by the Head of the Branch, a copy of the Book of General Rules must be exhibited in a place where it is readily accessible for all staff for reference.

Wages employees engaged in workshops must be supplied with a copy of the Workshop Rules.

(b) Printed amendment slips will be issued for all alterations and additions to the Book of General Rules, General Appendix, working timetable and other books of instruction, and these must be promptly inserted by each employee in the proper place in his copy of the book. Employees will be advised through the Weekly Notice when amendments are issued and must see that they receive the amendment slips.

Employees responsible for the custody of spare copies of all books of instruction held in offices, and the Book of General Rules exhibited in trolley sheds and goods sheds and other places where it is considered necessary, must see that amendment slips are inserted in the proper place so that the books will be up to date.

(c) Except as shown below, every employee referred to in sub-clause (a) of this rule must also be supplied with a copy of the General Appendix, the current working timetable and any signalling, permanent way, speed restriction or train notices applying to the district or section on which he is employed.

(EXCEPTIONS:

(i) An engineman who is not certified to act as a driver need not be issued with a copy of the working timetable, or of the train or other notices referred to above, but those supplied to a driver must be accessible to his observer. Each engineman must, however, be supplied with a copy of the General Appendix.

(ii) Offices, stations, signal-boxes, workshops, running sheds, maintenance gangs and other places, where two or more men are employed. In such places, copies of the books, instructions and notices must be kept in a position where they may be readily seen or are accessible for reference by the staff.)

(d) Every employee whose duties require it must be supplied with a copy of the Weekly Notice, and he will be held responsible for obtaining one. Any employee who is not supplied with an individual copy must be given an opportunity by the officer-in-charge to become acquainted with its contents.

Each employee, upon resuming duty after leave or other absence, must at once peruse the Weekly Notices issued during his absence, and make himself conversant with any of their contents which pertain to his duties. He must also promptly make any necessary alterations or additions to the General Appendix and other books of instructions in his possession.

(e) The respective officer-in-charge of a station or running shed is responsible for a copy of every printed and written notice of signal and other alteration being supplied, as soon as possible after receipt, to each guard and driver and to each other engineman who is certified to act as driver, working over the line affected by the notice, and for his signature for the same being taken in a book kept for the purpose, which must be available for reference when required.

(f) Drivers and guards must obtain all necessary notices as to the signalling and general working of the line.

(g) Every driver and guard must carry with him on duty a copy of these rules, the General Appendix, the current working timetable and all necessary notices as to the signalling and general working of the line.

Loss of rule book or other book of instruction

10. Should any employee lose his copy of the Book of General Rules, General Appendix, working timetable, or other document which he should have in accordance with these rules, he must immediately apply to the officer-in-charge for another copy.

Understanding of, and compliance with by-laws, rules and regulations

11. (a) Every employee must assist in carrying out the by-laws, rules and regulations. He must immediately report to the officer-in-charge any infringement thereof; or any occurrence affecting the safe and proper working and maintenance of the railways which may come under his notice.

(b) Should any employee not understand his duty, or is in doubt about it, he must immediately apply to the officer-in-charge for instructions.

Duties and discipline

12. (a)—

(i) Each employee shall hold appointment conditionally on his being subject to, and strictly observing, all by-laws, rules, regulations and instructions. The duties to be performed and the discipline to be observed shall be as specified in the by-laws, rules, regulations and instructions of the service.

(ii) For incapacity, misconduct, absence without leave, insobriety, insubordination, neglect or breach of by-laws, rules, regulations or instructions, an employee shall be liable to be cautioned, reprimanded, fined, reduced to a lower class or grade, or dismissed.

Conviction in a court of law may be regarded as misconduct within the provisions of this rule.

(iii) The Commissioner may deduct from the pay due to an employee the amount of any fine imposed in accordance with this rule.

(iv) An employee shall be suspended from duty when he commits a misdemeanour which imperils the safety of the travelling public or that of his fellow employees, or when his carelessness in train working causes serious accident, or he is deemed to be guilty of insubordination or serious misconduct, or is concerned in cash irregularities, or is considered to be unfit to perform his duties in a proper manner, by reason of the consumption of or indulgence in intoxicating liquor or the use of a deleterious drug, or the after effects thereof.

(b) Employees shall not, in the columns of the press or otherwise, publicly comment on the administration of the service.

Any information gained or conveyed to employees through their connection with the railway shall not be used for any other purpose than the discharge of official duties, and shall not be communicated to any person except in the exercise of official duties.

(c) Employees shall not demand or, except with the approval of the Commissioner, receive for their own use any reward, fee, gratuity, or remuneration of any kind whatsoever other than their official salary or wages and allowances for the official services performed.

(d) Employees shall not, without the written consent of the Commissioner, engage in any employment outside the service.

(e) Employees shall not seek the influence or interest of any person with a view to obtaining promotion or other advantage.

(f) Employees are strictly forbidden to borrow money from, or to place themselves under any pecuniary obligation to, other employees.

(g) If the estate of an employee is sequestrated, either voluntarily or compulsorily, for the benefit of his creditors, he shall within seven days give written notice thereof, with a statement of the causes of his embarrassment to the officer-in-charge; and such notice and statement must be submitted without delay through the Head of the Branch to the Commissioner, with a report and recommendation by the Head of the Branch.

An employee whose estate is sequestrated, either voluntarily or compulsorily, shall apply as soon as he may legally do so to a Court of Insolvency for his Certificate of Discharge; and within seven days from the date on which the decision of the Court on such application has been delivered, he shall notify the Commissioner in writing through the officer-in-charge the result of his application.

Intoxicating liquor and deleterious drugs

13. (a)—

(i) The consumption or possession of intoxicating liquor or the use or possession of a deleterious drug by an employee during his hours of duty is prohibited. The Head of the Branch may, however, authorise employees in specified grades to avail themselves of the Departmental liquor service on passenger trains whilst travelling on duty as a passenger. Intoxicating liquor obtained by such authorised employees as provided herein must not be consumed in any section of the train other than that set aside for the travelling public.

(ii) An employee under the influence of intoxicating liquor or a deleterious drug shall not report for duty.

(iii) An employee, whether on or off duty, shall not bring intoxicating liquor or a deleterious drug on to any railway premises,

other than a residence, for consumption or use thereon by himself or any other employee.

(iv) An employee whilst on duty shall not enter any railway premises for the purpose of obtaining or consuming intoxicating liquor, except as provided in sub-clause (a) (i) of this rule.

(v) An employee breaking any of the provisions of this rule will be suspended immediately.

(b) Should an employee in charge be of the opinion at any time that an employee is unfit to perform his duties in a proper manner by reason of the consumption of or indulgence in intoxicating liquor or the use of a deleterious drug, or the after effects of the consumption of or indulgence in intoxicating liquor or the use of a deleterious drug, he shall suspend that employee from duty, and immediately report the matter to the Head of the Branch through the officer-in-charge.

(c) Any employee who observes at any time that another employee is apparently under the influence of intoxicating liquor or a deleterious drug, shall immediately report the matter to the officer-in-charge. An employee failing to report such a case shall be held blameworthy in common with the employee whose wrong doing is in question.

(d) An employee must not hand over his duties to another employee unless he is satisfied as to the sobriety of the employee about to relieve him.

(e) An employee, whether on or off duty, who is under the influence of intoxicating liquor or a deleterious drug, shall not remain on any railway premises.

Smoking

14. Employees must not smoke whilst engaged in duties which bring them in view of or in contact with the public.

Employees must not under any circumstances smoke in vans or wagons whilst goods are being loaded, unloaded or transhipped to or from them.

Smoking in all buildings used for the storage of railway material, and in the vicinity of highly explosive or inflammable material is strictly prohibited.

Patents

15. Employees shall not, without the permission of the Commissioner, take out a patent for any appliance previously tested or proposed to be used on the railways. In the event of permission being given to patent any article used on the railways, the Commissioner shall have the right to use such article without paying royalty therefor.

Resignation from the service

16. An employee must not leave the service of the Commissioner without giving at least fourteen days notice of intention to do so.

Articles to be delivered up when leaving the service

17. When an employee is leaving the service he must deliver up his uniform and all other articles with which he has been supplied by the Commissioner. Any money due for salary or wages to an employee leaving the service will not be paid until the clothing, book of rules, General Appendix, watch, lamp, flags, detonators, tools or other equipment, which he holds or is responsible for, shall have been delivered up or accounted for satisfactorily. If any article is not delivered up, or is missing, or appears to have been damaged by improper use, the cost of that article or of the repair of such damage, shall, unless he can give a satisfactory explanation, be a debt due from the employee to the Commissioner, and may be deducted from any pay then due; or if such pay is insufficient to meet the claim, will become a debt recoverable at law.

Care and use of railway property

18. (a) Employees will be held responsible for the safe custody of all moneys collected during the course of their duties, and for the careful use and preservation of all accountable documents, equipment and other articles belonging to the Commissioner which are in their custody or care. They must not convert or try to convert to their own use railway moneys, property or goods in the custody of the Commissioner.

(b) Railway stores, material and equipment, excepting equipment for which a hire charge has been made, must be used for railway purposes only and any employee appropriating it to his private use or allowing it to be illegitimately used will render himself liable to dismissal.

(c) Guards, conductors and waiters, before going off duty must pay all moneys collected to the officer-in-charge and, at the completion of each trip, must hand in such books and documents as may be prescribed from time to time.

Deductions from pay

19. The Commissioner may deduct from the pay due to any employee such sums as are necessary to reimburse the Commissioner in respect of:

- (a) rent on property or accommodation provided by the Commissioner for use by that employee or his dependants;
- (b) expenditure incurred repairing any damage to or in cleaning up railway quarters, residences or accommodation which were occupied by that employee or his dependants and left in a damaged, dirty or untidy condition;
- (c) provisions, stores and services arranged or supplied by the Commissioner for the benefit of that employee or his dependants;
- (d) uniforms and articles of equipment issued to that employee and not made available or returned to the Commissioner;
- (e) railway tools or equipment issued to or under the control of that employee which have been lost or damaged through his negligence.

Employees travelling by train

20. (a) An employee travelling as a passenger by any train must not behave in a riotous or unseemly manner.

(b) No person except an employee in the execution of his duty must be allowed to ride on any engine, or in any portion of a brakevan other than a drover's compartment, or in any vehicle containing mails, luggage or parcels, without special written permission from a properly authorised officer.

(EXCEPTIONS: Travel on the engine is permitted to employees holding free passes endorsed 'Available for engine'.

Travel in the brakevan is permitted to employees holding free passes endorsed 'Available for brakevan', and to certain other persons in accordance with the instructions in the General Appendix.)

Lost and unclaimed luggage, money or other property

21. All unclaimed or lost luggage, money, or other property found in any carriage or vehicle, or on the railway premises or on the line, must be delivered immediately to the stationmaster who is nearest or most conveniently located, and must be dealt with in accordance with the instructions in the General Appendix or the Accounts Instruction Book.

Exercise of care to avoid danger

22. (a) An employee must take special care when carrying out duties of such a nature that carelessness could expose him or other employees to the risk of personal injury. He must also, as far as possible, prevent any other employee from recklessly exposing himself or others to danger. Every effort must be made to eliminate the causes of accidents.

(b) Employees shall not be upon the railway line except when necessary in the performance of their duty.

Employees debarred from certain premises

23. An employee must not enter any part of railway premises, such as the train control room, a booking, goods or parcels office, cloakroom, signal-box, or any like place which is not open for public use, except when required to do so in the performance of his duties; nor shall he loiter in any such place after completing the duty for which he entered it. (See Rules 69 (a) and 98 (c)).

Trespassing

24. (a) In accordance with the instructions in the General Appendix employees must do everything in their power to prevent persons from trespassing on railway premises.

(b) Any person trespassing on railway premises must be requested to leave. If he refuses to leave, he must be requested to give his name and address. If he refuses to give his name and address, he should be given if possible into the charge of the Police.

Responsibilities of employees

25. (a) Every employee is responsible for each person under his control keeping the proper records, books and accounts applicable to his duties, and carrying out his other duties in a proper manner in accordance with the by-laws, rules, regulations and instructions. An employee failing to report an irregularity which comes to his knowledge will incur the same responsibility as if he were the person at fault.

(b) Every employee is responsible for the actions of trainees working under his tuition.

Instructions received by an employee

26. An employee must carry out any lawful instruction received from an authorised officer.

Communications and complaints from employees

27. (a) Employees must address communications in connection with their railway duties or positions through the officer-in-charge.

(b) An employee who has cause to complain of another employee shall make the complaint in writing through the officer-in-charge within seven days of the occurrence.

(c) Should an employee be dissatisfied with a decision of the Head of Branch, he may appeal to the Commissioner. The appeal must be lodged with the officer to whom the original representation was made, within seven days of the receipt of the decision.

Employees under 21 years of age

28. An employee under 21 years of age must not perform or be appointed to the duties of inspector, foreman, ganger, driver, guard, pilotman, signal fitter, district lineman or train examiner.

Employees changing over duty

29. (a) When one employee is to relieve another, the employee to be relieved shall not leave duty until the employee appointed to relieve him arrives unless he has been otherwise instructed by the officer-in-charge.

(b) On a change of duty between employees, all circumstances out of the ordinary course of working which may have occurred must be communicated to the employee coming on duty before he takes charge. The attention of the latter must be drawn to the position of trains, and particularly to any that are not running to the scheduled timings.

Timekeeping records

30. Employees must give complete and accurate particulars in time sheets, time books or other documents used for timekeeping or costing purposes, and must keep the records neat and tidy. Falsification or mutilation of time records, or neglect to supply proper information, will be treated as a serious offence.

Gambling

31. Employees shall not, upon any railway premises other than a residence, nor in any carriage, play or take part in any game for money or for stakes having monetary value.

Legal proceedings involving the railway service

32. Without having first obtained authority from the Head of the Branch or from the Commissioner, an employee must not:

- (i) undertake any legal proceedings on behalf of the Commissioner or on behalf of any other employee;
- (ii) show or produce any document or book of instruction, or copy thereof, to any person not connected with the railway service;
- (iii) make any communication directly or indirectly to any person not officially entitled thereto, upon any matter affecting the railway service or the business or employees thereof, or relating to the railway service or his own official position;
- (iv) act in the name of the Commissioner upon any political question or subject whatsoever.

Employees appearing at courts of law

33. (a) An employee attending in his official capacity under a subpoena or order, to give evidence for or on behalf of the Commissioner or to produce papers in any court, shall attend such court as part of his official duty.

(b) As soon as possible after the receipt of a subpoena, an employee must acquaint the officer-in-charge of the fact, and obtain his permission to absent himself for that purpose.

(c) Any fees payable in respect of the attendance of an employee at court must be dealt with in accordance with instructions issued from time to time.

(d) Where an employee volunteers to give evidence before any court hearing in a case in which another employee is involved, but to which the Commissioner is not a party directly or indirectly, he may be permitted to do so at his own expense, provided he makes application to the officer-in-charge and it is convenient to release him.

Powers of Chief Traffic Manager over safeworking regulations

34. (a) The Chief Traffic Manager may suspend, in whole or in part, either generally or over certain specified sections of the railways, for such time as he considers necessary, any of the regulations relating to the safeworking of trains, so as to meet emergency circumstances, or to facilitate the movement of traffic.

Provided that:

(i) A regulation may be suspended, to meet emergency circumstances, only if adherence to the regulation would be seriously disadvantageous, and if an alternative method of working is substituted.

(ii) No regulation shall be suspended, simply to facilitate the movement of traffic, until all persons concerned have been given due notice.

(b) The Chief Traffic Manager may delegate the powers conferred on him by sub-clause (a) of this rule, for such period as he considers necessary, to the Assistant Chief Traffic Manager, or to a designated Superintendent of the Transportation Branch, or to the Administrative Officer of the North Australia Railway or an employee acting in that capacity, but a delegate must forthwith report to the Chief Traffic Manager any exercise of these powers.

Official time, and clocks and watches

35. (a) The official time to be observed on the respective lines shall be as defined in the instructions in the General Appendix.

(b) Employees having custody of railway watches and clocks will be responsible for keeping them properly regulated, and for arranging for any defect to be attended to in accordance with instructions contained in the General Appendix.

(c) Employees whose duties are affected by the running of trains, must ascertain and keep the official time by the methods laid down in the instructions in the General Appendix.

(d) Before starting each journey, and thereafter as necessary and practicable, each driver and guard must check and adjust his watch by the methods prescribed in the instructions in the General Appendix.

(e) When working from one time zone into another an employee must promptly advance or retard his watch as necessary.

SECTION C

FIXED SIGNALS AND MARKERS

Fixed signals

36. Three types of fixed signals are in use, namely semaphore signals, colour light signals and disc signals. They are of two kinds:

(a) Signals which control the normal movement of trains on running lines. These comprise:

(i) Distant signals.

(ii) Stop signals, i.e. home signals (including inner and outer home signals), and starting signals (including advanced starting signals).

(b) Signals which control the passage of trains for shunting movements, or at low speed, or between sidings or running lines and vice versa. These are referred to as subsidiary or low speed signals and consist of calling-on (fixed on the mast of a home signal), shunting, siding or disc signals.

Normal positions and indications of fixed signals

37. (a) The permanent position of distant signals is at 'caution'. The normal position of other fixed signals including subsidiary signals, is at 'stop'.

(b) Red light indicates 'stop'—danger. Amber light indicates 'caution'—proceed cautiously. Green light indicates 'all right'—clear or proceed at normal speed.

Semaphore signals

38. (a) Semaphore signals are used for distant, home and starting signals; and for subsidiary signals (except disc signals).

The indication of a semaphore signal is displayed by an arm by day and by a coloured light at night.

(b) The semaphore signal arm is displayed on the left-hand side of the mast, as seen by the driver of an approaching train to which the signal applies.

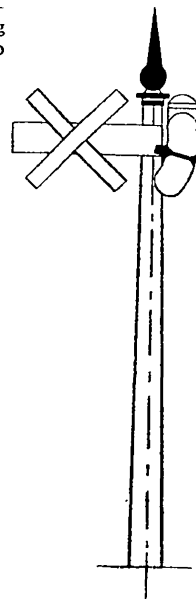
A distant signal has a fish-tailed arm, the face of which is yellow with a black chevron and the back white with a black chevron.

The arm of each other semaphore signal has a squared end. The face is red with a white band and the back is white with a black band.

Semaphore signals not in use

39. Semaphore signals not in use are distinguished by the arm and spectacles being removed; or by two pieces of wood, fixed to the arm in the form of a cross, thus:

In either case the lamps are not lit.



DISTANT SIGNALS

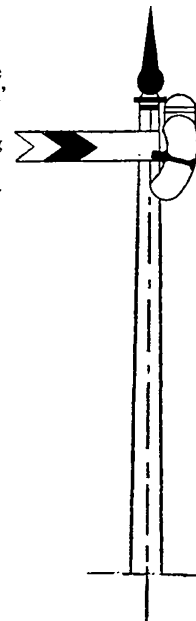
Distant signals

40. (a) The distant signal is a warning of approach to a station, and is placed some distance (usually about three quarters of a mile) before arriving at the first 'stop' signal of the station concerned.

(i) Distant signals of the semaphore type are permanently fixed to display a 'caution' indication to the front as under:

In the daytime, by the arm being horizontal, thus:

At night, by the display of an amber light.



(ii) Distant signals of the colour light type permanently display a 'caution' indication to the front as under:

In the daytime, by an amber disc, thus:
At night, by the display of an amber light.

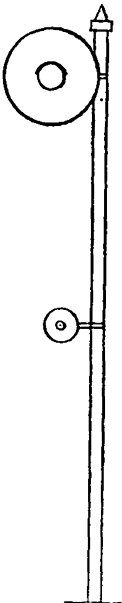


(b) When approaching a distant signal, the driver must reduce the speed of the train. He may pass the distant signal at 'caution', and proceed cautiously, but must have the train under such control as to be able to stop at the next signal should it be in the 'stop' position, or to stop short of any intervening obstruction.

STOP AND SUBSIDIARY SIGNALS

Automatic colour light signals

41. (a) The indications of automatic colour light stop and subsidiary signals are displayed by coloured lights by day and at night, thus:
The primary signal indication is displayed in the upper position of the illustration. A secondary indication may be displayed below the primary indication.

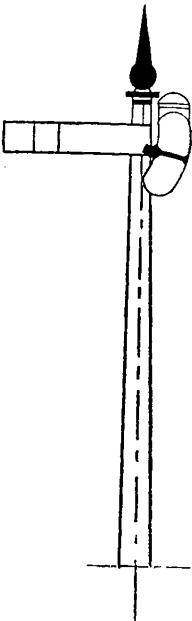


(b) The aspects and application of automatic colour light stop and subsidiary signals are described in the instructions in the General Appendix regarding such signals.

(c) For the purpose of these rules, an automatic colour light 'stop' signal is to be regarded as a home signal (or outer home signal) except where there are specific instructions to the contrary in the General Appendix.

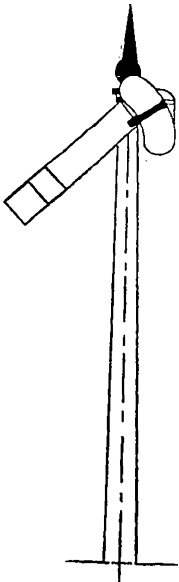
Semaphore 'stop' signal

42. The semaphore 'stop' indication is displayed to the front as under:
In the daytime, by the arm being horizontal, thus:
At night, by the display of a red light.
(EXCEPTION: Regarding calling-on and shunting signals, see Rules 51 and 55.)



Semaphore 'proceed' signal

43. The semaphore 'proceed' indication (distant signals excepted —see Rule 40) is displayed to the front as under:
In the daytime, by the arm in a lowered position, thus:
At night, by the display of a green light.
(EXCEPTION: Regarding calling-on and shunting signals, see Rules 51 and 55.)



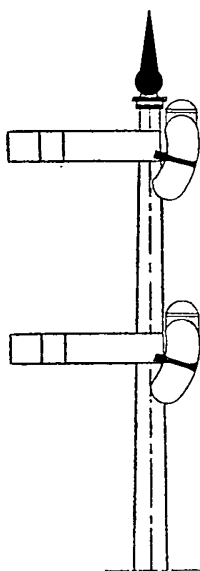
Back lights of certain fixed signals

44. Each fixed signal (except certain distant signals the lights of which are battery operated), which faces away from the station, is fitted to display a small white back light away from the direction of approach by a train. This light is displayed when the arm is fully in the horizontal position, and is obscured when the arm is properly lowered.

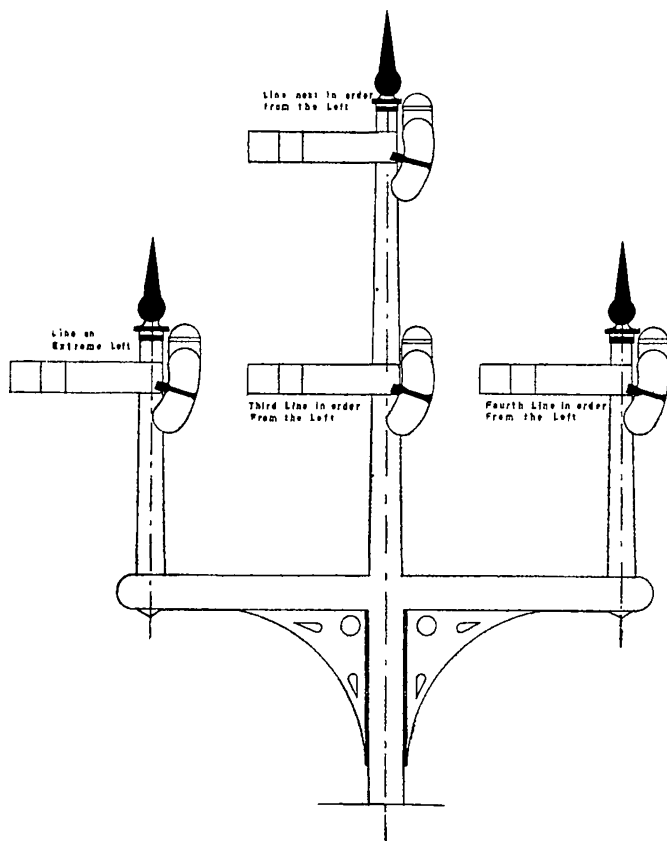
Two or more signal arms on one post

45 (a) When there is more than one arm of equal length on the same side of a single mast, as shown in the diagram, they apply as follows:

The first or top arm to the line on the left; the second arm to the line next in order from the left; and so on.



(b) Where semaphore signals are erected on brackets, the arms apply as per diagram hereunder:

**HOME SIGNALS***Home signals: general*

46. (a) Home signals are provided at certain stations and junctions; usually immediately in advance of the points of the crossing loop or junction.

(b) At places where there is also an outer home signal, it is placed some distance in advance of the home signal, which at such a place is referred to as the inner home signal.

(c) At places provided with fixed signals, the home signal (or outer home signal) marks the end of the block section and the entrance to the station yard limits.

(d) Except where specified to the contrary in the instructions in the General Appendix, the home signal, if it has only one arm, applies to movements proceeding on to the running line for which the points are normally set.

Lowering of home signal

47. The home signal (or outer home signal) must not be lowered until the train is approaching near to the home signal, except as otherwise authorised by the Chief Traffic Manager.

Passing home signal in 'stop' position

48. (a) A train must not pass a home signal (or outer home signal) at 'stop', except as permitted under sub-clauses (b), (c) or (e) of this rule, or under Rule 49, 51 or 83.

(b) When it is necessary to bring a train within the home signal (or inner home signal) before the section ahead is clear, that signal must be kept at 'stop' until the train has been brought almost to a stand at it. If the line on which the train is to run is clear as far as the starting signal, or as far as the fouling point at the further end of the crossing loop, and all the points are correctly set, the home signal (or inner home signal) may then be lowered; or, if the line is one to which the home signal does not apply, then the train may be admitted by lowering a calling-on signal (See Rule 51), or by a hand signal (See Rule 66 (c.xv)) exhibited by the signalman, or by a shunter or guard under his instructions, from a position adjacent to the fixed signal. In either case the driver must be instructed verbally as to the line on which the train is to run.

The starting signal must be kept at 'stop', or where there is no starting signal the signalman must stop the train where desired by means of a 'stop' hand signal. When the weather does not allow a clear view of the starting signal, the driver must be instructed verbally that he is to draw forward not further than the starting signal.

(c) When it is necessary to bring an engine or train within the home signal (or inner home signal) on to a line within the station yard limits which is already occupied, that signal must be kept at 'stop', and the engine or train must be brought to a stand at it. The driver may then be authorised to pass the home signal (or inner home signal) at 'stop', by the lowering of a calling-on signal (See Rule 51), or by a hand signal (See Rule 66 (c.xv)) exhibited by the signalman, or by a shunter or guard under his instructions, from a position adjacent to the fixed signal.

Except where there are special instructions to the contrary, the engine or train must be piloted by the signalman, or by a shunter or guard under his instructions, from the signal concerned (or from the outermost facing points, when a calling-on signal is used) to the position to which it is to proceed.

(d) Where there are both outer and inner home signals, and the circumstances are as in sub-clause (b) or (c) of this rule, the outer home signal must be kept at 'stop' until the train has been brought almost to a stand at it. The outer home signal may then be lowered to allow the train to draw forward to the inner home signal, where it must be dealt with as prescribed in sub-clause (b) or (c) of this rule, as the case may be.

(e) At certain places, the Chief Traffic Manager may, by special local instructions in the General Appendix, permit a train to be advanced in certain circumstances past a home signal at 'stop', on verbal authority given to the driver or guard through a telephone adjacent to the signal by the employee specified in the instructions.

Lines for which there is no home signal

49. (a) When a train has to be admitted to a line for which the home signal does not apply, signals that exist must be kept at 'stop'. When the train has been brought almost to a stand, and if all the necessary points are correctly set, the train may be admitted to the required line by lowering a calling-on signal (See Rule 51) or by a hand signal (See Rule 66 (c.xv)) exhibited by the signalman, or by a shunter or guard, from a position adjacent to the fixed signal. In either case, the driver must be instructed verbally as to the line on which the train is to run.

(b) Where there are both outer and inner home signals, the outer home signal must be kept at 'stop' until the train has been brought almost to a stand at it. The outer home signal may then be lowered to allow the train to draw forward to the inner home signal, where it must be dealt with as prescribed in sub-clause (a) of this rule.

Train drawing forward after stopping at home signal

50. (a) When a train has been brought almost to a stand or has been stopped at the home signal (or inner home signal) in accordance with Rule 48(b) or 49, the driver must, when that signal is

lowered, draw it slowly forward. However, unless he is instructed or signalled to the contrary, the train must be drawn forward only so far as to bring the rear vehicle clear of the points connecting with any other running line. If possible, the train must remain within the sight of the signalman.

(b) If the train passes the signal-box or station building while drawing forward, the driver must be prepared to stop the train at it if necessary.

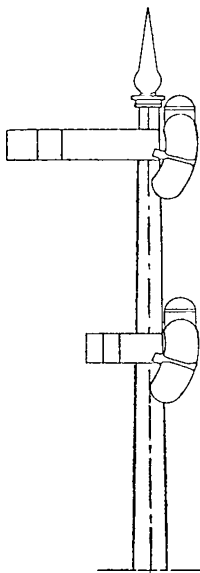
CALLING-ON SIGNALS

51. (a) A calling-on signal consists of a short arm fixed on the same mast below a home or inner home signal.

The calling-on signal 'stop' indication is displayed to the front as under:

In the daytime, by the arm being horizontal, thus:

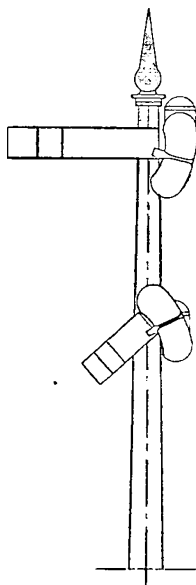
At night, the front light is obscured.



The calling-on signal 'caution' indication is displayed to the front as under:

In the daytime, by the arm in a lowered position, thus:

At night, by the display of an amber light.



(b) Except where there are special instructions to the contrary, a calling-on signal must not be lowered until the train has been brought to a stand at the signal below which it is fixed in accordance with Rule 48 (b), 48 (c) or 49, as the case may be.

(c) A calling-on signal may be lowered to admit a train to a line which is already partly occupied (See Rule 48 (c)), or a loop or siding to which the home (or inner home) signal does not apply. (See Rule 49).

(d) When a calling-on signal is lowered the train may be drawn forward cautiously past the stop signal above it, as far as the line is clear.

(e) Except where there are special instructions to the contrary, the train must be brought almost to a stand by a 'caution' hand signal, or to a stand by a 'stop' hand signal exhibited at the outermost facing points or signal-box by the signalman or shunter, who must

verbally instruct the driver as to the movement to be made. If the train is to be admitted to an occupied line the movement must also be piloted in accordance with Rule 48 (c).

(f) The lowering of a calling-on signal does not authorise the driver to pass the next signal if it is in the 'stop' position.

STARTING SIGNALS

Starting signals: general

52. (a) Starting signals are provided at certain stations and junctions; usually just behind the exit points from the station or junction.

(b) At some places there is also an advanced starting signal which in such cases is the last signal controlling a departing train. It is usually placed just beyond a further or outermost set of points, or up to a train's length beyond the starting signal.

Functions of starting signals

53. (a) The starting signal (or the advanced starting signal) controls the entrance of trains into the section ahead.

(b) The signal controlling the entrance to the section ahead must not be passed at 'stop'.

(EXCEPTIONS: (i) When the signal is defective. (See Rule 83).

(ii) When the section ahead is not clear, but it is necessary for a train to pass the signal for the purpose of shunting or other station work, the driver may be authorised to do so by the lowering or turning off of a shunt-ahead signal (See Rule 55 (c)) where there is one, or upon verbal direction and a green hand signal (See Rule 66 (c.xvi)) exhibited by the signalman or by a shunter. However, the train must not proceed beyond the home signal (or outer home signal) until the driver holds a proper authority to enter or shunt into the section, as prescribed in the appropriate block-working regulations in the General Appendix.)

Lowering of starting signal

54. (a) Except where there are special instructions to the contrary, the signal controlling the entrance to the section ahead must be lowered only when there is a train to proceed into that section, and all is in order for it to do so.

(b) When the weather is foggy or the view for any other reason is not clear, trains waiting to enter the section ahead must, as far as practicable, be kept within the sight of the signalman.

SHUNTING SIGNALS

55. (a) A shunting signal may consist of a short arm fixed below a 'stop' signal or on a separate mast; or it may be a disc signal (See Rule 56) fixed below a 'stop' signal, or on a separate mast, or on the ground.

The front indication of shunting signals at night are:

(i) When the shunting signal is at 'stop' the light is obscured if it is fixed below a 'stop' signal, or a red light is displayed if the shunting signal is on a separate mast or on the ground.

(ii) When the shunting signal is at 'caution' an amber light is displayed.

(b) The lowering or turning off of a shunting signal authorises a driver to draw the train forward cautiously only as far as the line is clear.

(c) Where a shunting signal is fixed below the signal controlling the entrance to the section ahead it is known as a shunt-ahead signal and its use is governed by Rule 53 (b.ii).

DISC SIGNALS

56. (a) Disc signals, as shown in the diagram, are used to regulate the passage of trains between sidings and running lines, or between one running line and another, or for shunting operations.

(b) The disc signal 'stop' indication is displayed to the front as under:

In the daytime, by a red disc.

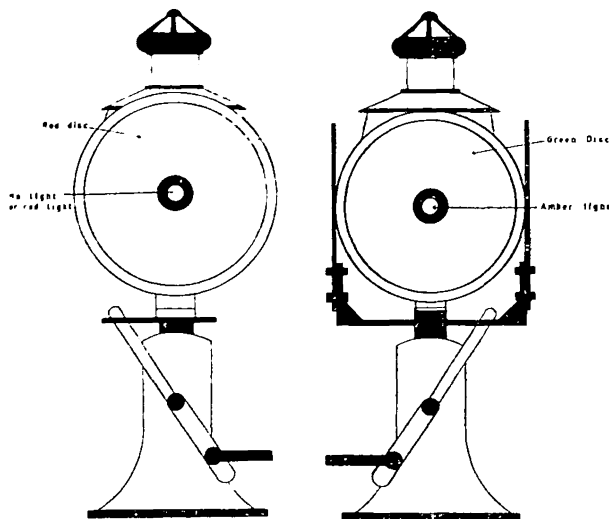
At night, by the light being obscured or, when the disc signal is on a separate mast or on the ground, by a red light.

(c) The disc signal 'caution' indication is displayed to the front as under:

In the daytime, by a green disc.

At night, by an amber light.

(d) Disc signals not in use will not be fitted with discs or lamps.



SIDING SIGNALS

57. (a) When the exit from a siding is controlled by disc or semaphore signals, no attempt must be made to take a train out of any of the sidings until the correct signal is lowered or turned off. (EXCEPTION: When the signal is defective. See Rule 83.) A driver, while waiting for such a signal to be lowered or turned off, must not allow the engine or train to stand foul of any other line.

(b) When one signal controls the exit from more than one siding, and two or more engines are in the sidings at the same time, no driver must move an engine towards the signal until he has been instructed to do so by the shunter or signalman.

MARKERS IN LIEU OF FIXED SIGNALS

Markers: general

58. At locations not having fixed signals there are certain markers for each direction of movement. These are normally placed on the left-hand side of the line as seen by the driver of an approaching train. They comprise:

(a) *Location board* bearing the name of the location, in reflective material, provided at stations, sidings and fettling camps. They are situated 1,300 yards from the facing points at locations not provided with station yard limit boards; or from the indicator posts marking the limits of control points; or from the station yard limit boards; or from the fettling camp where there are neither facing points nor indicator posts nor station yard limit boards. When a train is required to stop at any such location, or is approaching such a station while it is attended, or is to cross or overtake another train at such a station or siding, the driver must treat the location board as if it were a distant signal at 'caution'. (See Rule 40).

(b) *Station yard limit board*, bearing the words 'yard limit', at least 175 yards in advance of the outermost points of certain localities. When a train is approaching such a station or siding while it is attended, or is to cross or overtake another train at such station or siding, the driver must treat the station yard limit board as marking the entrance to the station yard limits, and must comply with the appropriate block-working regulations in the General Appendix.

(c) *Indicator post*, being an upright post painted white, 20 yards outside the outermost points of certain stations and sidings not having station yard limit boards or fixed signals.

Indicator posts are to be treated in the same way as station yard limit boards.

(d) *Control point board* bearing the words 'control point' on the side facing an approaching train, and the letters 'CP' on the reverse side, about 525 yards in advance of the building housing the train control telephone at certain locations specified in the working timetable where trains cannot cross or overtake, but which are recognised points for reporting to the train controller and for issuing train orders under the train order system of block working.

Working at locations not provided with fixed signals: general

59. At locations not provided with fixed signals:

(a) A train not in possession of proper authority to enter the section ahead may not proceed beyond the indicator post or control point board at the further end of the place, or (where there is neither) beyond the fouling point at the further end of the crossing loop.

(EXCEPTION: At places having station yard limit boards, such a train may proceed as far as the further station yard limit board, under certain circumstances prescribed in the block-working regulations in the General Appendix.)

(b) A train may be treated as clear of the section to the rear when the last vehicle complete with tail signal has passed the station yard limit board or the indicator post or the control point board (as the case may be) at the end from which the train has approached; or (where there is none of these) is within the outermost points. (See Rule 152 (c) and the appropriate block-working regulations in the General Appendix.)

Stations not provided with fixed signals, when attended

60. When a station not provided with fixed signals is attended, each train is to be brought to a stand at the station yard limit board or indicator post, or (if there is neither) at least 20 yards outside the outermost facing points, unless and until admitted by hand signal exhibited from the facing points by the signalman in accordance with Rule 66 (c.xix).

(a) *If the train is to be admitted to the main line*, and that line is clear within the station yard limits and all the necessary points correctly set, it may be admitted as follows:

(i) If the train is under instructions to stop, or authority has not been obtained for it to enter the section ahead, the hand signal for admittance must not be exhibited until the train has been brought almost to a stand at the point prescribed above. Upon the exhibition of the prescribed hand signal, the train may run in cautiously on the main line, but not beyond the point marking the entry to the section ahead. (See Rule 59 (a)).

(ii) If the train is not under instructions to stop, and is in possession of an authority to enter the section ahead, the hand signal for admittance must be exhibited in sufficient time for the train to run through without any further reduction of speed after passing the location board. Upon the exhibition of the prescribed hand signal, the train may proceed through the main line and on its journey.

(b) *If the train is to be admitted to a loop or siding*, whether to cross, or pass another train or for any other reason, it must be brought almost to a stand at the station yard limit board or indicator post or (if there is neither) at least 20 yards outside the outermost facing points. When all the necessary points are correctly set, the train may be admitted to the required line by the signalman exhibiting the required hand signal, and advising the driver the road on which the train is to run.

Stations and sidings not provided with fixed signals, when unattended

61. When a station not provided with fixed signals is unattended, the working will be as follows:

(a) *If there is no train to be crossed or passed or to pass, and the train is not in possession of an order directing it to take the crossing loop*, and if the main line is clear within the station yard limit board, indicator post or facing points (as the case may be, and whichever is first met with), the train may run in on the main line without stopping.

(i) If the train is under instructions to stop, or is not in possession of an authority to enter the section ahead, it must run in cautiously, and must not proceed beyond the point marking the entry to the section ahead. (See Rule 59 (a)).

(ii) If the train is not under instructions to stop, and is in possession of an authority to enter the section ahead, it may proceed through the main line on its journey.

(b) *If there is another train to be crossed or passed, or to pass, or if the train is for any other reason to take the crossing loop*, the working is to be conducted in accordance with the appropriate block-working regulations in the General Appendix.

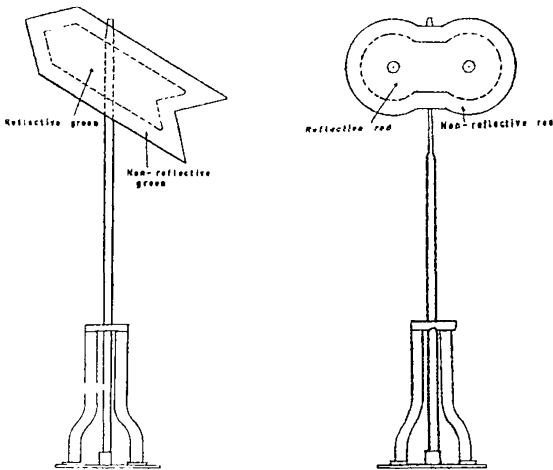
SECTION D POINT INDICATORS

Point indicators: general

62. Point indicators are connected to the points to which they apply and work with them. They indicate which way the points are set.

Switch-stand type of point indicator

63. (a) The switch-stand type of point indicator is fitted usually to points and catch points in the running lines.
- (b) The following aspects and indications are displayed:



ASPECTS

- | | |
|--|---|
| Day and night—
Reflective diagonal green
arrow pointing upwards. | Day and night—
Reflective horizontal red
dumb-bell. |
|--|---|

INDICATIONS

- | | |
|---|--|
| Points in normal position
(usually for the main line,
or for the more important
line). | Points reversed (usually for
the crossing loop, or for the
less important line). |
|---|--|

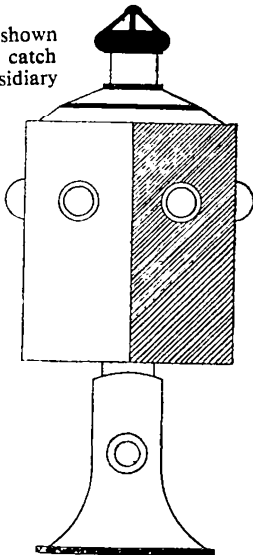
(c) The maximum speeds at which points fitted with switch-and-lock movements may be traversed are specified in the instructions in the General Appendix.

These speeds may be maintained only if the driver is satisfied by observing a full aspect and the position of the points, that the latter are fully set for the correct direction. If a part-green and part-red aspect is observed, or there is any other reason to doubt whether the points are correctly set, the driver must stop the train short of the points, whether approaching from the facing or trailing direction.

Enginemmen must therefore keep a sharp look out for point indicators of this type, and the driver must have the train under such control as to allow of it being stopped short of the points should it be necessary to do so. Particular care must be taken when such an indicator is approached around a curve in the line which restricts the length of view; especially at night when the engine headlight is relied upon to pick out the reflective aspect.

Other point indicators

64. (a) The type of point indicator shown opposite is fitted usually to points and catch points in shunting lines or other subsidiary lines.



- (b) The aspect of the indicator is half-red and half-green by day. At night, one red and one green light are displayed in the equivalent positions.
- The indicator revolves with the points, so that the green colours appear towards the side for which the points are set.

(c) Where this type of point indicator is fitted, a driver must not move the engine over the points until he has been informed or signalled that he may do so. This intimation may be by fixed signal, or be received verbally, or by hand signal from the shunter, guard or signalman.

SECTION E

HAND SIGNALS

Hand signals: general

65. (a) Hand signals are to be exhibited with flags by day; and with lamps at night and in the daytime when the weather does not allow a clear view.

(EXCEPTIONS: Hand signals may be exhibited with the arms in daylight, in case of emergency or during shunting operations.)

- (b) Except in emergency, or as authorised for station work, a signal must not be exhibited by hand where there is a fixed signal which could properly be used for the purpose.

(c) Hand lamps and flags, when used as signals, must whenever possible be held in the hand. They must not be placed upon or stuck into the ground, or fixed elsewhere; except when they are being used to mark the actual point of an obstruction (See Rule 235) or except in other special circumstances where the rules or regulations explicitly allow it.

(d) Hand signals must be exhibited from such a position and in such a way that they are clear to the driver for whom they are intended, and cannot be misunderstood; and that they cannot be taken in error by any driver for whom they are not intended.

When possible, verbal instructions must be given individually to each driver should there be more than one engine in the vicinity.

- (e) When a hand signal is exhibited from a signal-box or similar building, the flag or lamp must always be exhibited outside the building and not through a window.

When a flag or lamp in a signal-box or similar building is not in use it must be kept in such a position that the colour of the flag or light cannot be seen from outside the building.

- (f) Hand signals must be exhibited promptly, accurately and in good time.

When an employee is relaying hand signals, he must be particularly alert, prompt and accurate. However, the employee exhibiting the original signals must allow for a slight lapse of time in the relaying.

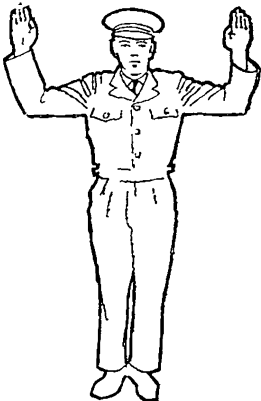
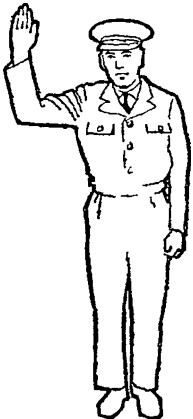
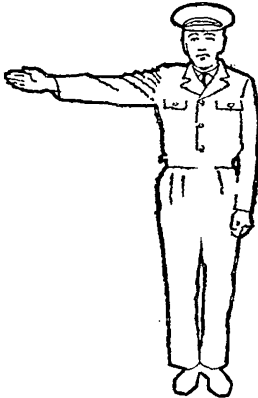
- (g) An employee using a hand lamp exhibiting a white light when walking or working must be careful not to show or move it in such a way that it can be mistaken as a hand signal by any driver.

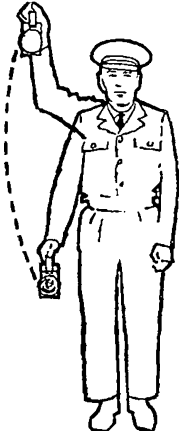
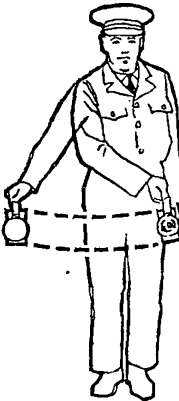
(h) A driver observing a white light must not act upon it until satisfied it is exhibited as a hand signal and is intended for him.

Types of hand signals

66. (a) A red flag or a red light is a signal of 'stop'—danger.
- Where a red flag is not readily available, the 'stop'—danger signal may be exhibited in the daytime by facing the train and raising both arms high above the head. (See signal (i) in sub-clause (c) of this rule.)
- Where a red light is not readily available, any light waved violently is a signal of 'stop'—danger at night and in the daytime when the weather does not allow a clear view.

(b) Where hand signals are prescribed or permitted in these rules, or in regulations or instructions, those shown in sub-clause (c) of this rule are to be used:

(c) Indication of signal	Signal by day	Signal at night or in unclear weather
(i) STOP—DANGER:	Red flag, or both arms raised above the head.	Red light, or any light waved violently.
		
(ii) CAUTION: Proceed cautiously.	Green flag waved slowly from side to side, or one arm raised above the head.	Green light waved slowly from side to side.
		
(iii) ALL RIGHT: Clear or proceed at normal speed.	Green flag held steadily, or one arm extended in a horizontal position.	Green light held steadily.
		
(iv) WARNING: Obstruction ahead.	Yellow flag held steadily.	Amber light held steadily.

Indication of signal	Signal by day	Signal at night or in unclear weather
(v) Move forward, i.e., go away from the employee exhibiting the signal.	One arm waved outwardly from the body; the signal finishes with the arm extended in a horizontal position.	White light waved slowly up and down. 
(vi) Move forward slowly.	One arm waved outwardly from the body; the other raised above the head in the 'caution' position.	Green light waved slowly up and down.
(vii) Move back, i.e., come towards the employee exhibiting the signal.	One arm waved inwardly across the body; the signal finishes with the fore-arm folded across the front of the body.	White light waved slowly from side to side across the body. 
(viii) Move back slowly.	One arm waved inwardly across the body; the other arm raised above the head in the 'caution' position.	Green light waved slowly from side to side across the body.
(ix) To close-up, ease-up or couple up.	Both arms raised above the head and slowly brought together to form an arch with the palms of the hands touching.	Green light moved slowly from side to side by wrist movement only.
(x) To indicate to the signalman that all is in order for points worked from a frame to be moved for shunting purposes. (See Rule 79).	Green flag held steadily, or one arm extended in a horizontal position.	Green light held steadily.
(xi) Guard's signal to driver to start. (See Rule 185 (a)).	Green flag held steadily above the head by guard until answered by driver sounding the engine siren.	Green light held steadily above the head by guard until answered by driver sounding the engine siren.
(xii) To indicate to driver of train after starting that the guard is with the train and the train is complete. (See Rule 185 (d)).	Green flag waved outwardly from the brakevan until acknowledged by the driver sounding the engine siren.	Green light waved outwardly from the brakevan until acknowledged by the driver sounding the engine siren.
(xiii) Intimation, by guard, conductor in charge of rear carriage of passenger or mixed train, or shunter that rear of train has arrived complete within the station yard limits. (See Rule 152 (c)).	Green flag held steadily above the head.	Green light held steadily above the head.

Indication of signal	Signal by day	Signal at night or in unclear weather
(xiv) Intimation to guard, by conductor in charge or rear carriage of passenger or mixed train, that all is in order for train to proceed; and afterwards that the train is following complete. (See Rule 185 (c) and (d)).	White flag held steadily above the head.	White light held steadily above the head.
(xv) To authorise driver to pass home signal (including outer or inner home signal) at 'stop'. (See Rules 48 and 49).	Green flag held steadily at the fixed signal by the signalman, or by a shunter or guard.	Green light held steadily at the fixed signal by the signalman, or by a shunter or guard.
(xvi) To authorise driver to pass starting or advanced starting signal at 'stop' for station work. (See Rule 53 (b)).	Green flag held steadily at the fixed signal by the signalman or shunter.	Green light held steadily at the fixed signal by the signalman or shunter.
(xvii) To authorise driver to pass a fixed signal when it is disconnected or out of order. (See Rules 83 and 84).	Green flag held steadily at the fixed signal by the signalman or hand signalman.	Green light held steadily at the fixed signal by the signalman or hand signalman.
(xviii) To indicate to driver that a fixed signal is at 'proceed', when the weather prevents a clear view of the signal. (See Rule 92).	Green flag held steadily at the fixed signal by hand signalman.	Green light held steadily at the fixed signal by hand signalman.
(xix) To admit a train to a station not provided with fixed signals. (See Rules 60 and 61 (b)). (Where there is an illuminated or reflective point indicator, this hand signal must, during the hours of darkness be exhibited on the opposite side of the line from the indicator.)	Green flag held steadily at the facing points by the signalman, shunter, guard or engineman.	Green light held steadily at the facing points by the signalman, shunter, guard or engineman.
(xx) To indicate to driver that train is divided. (See Rule 210).	Green flag moved in vertical circle.	Green light moved in vertical circle.
(xxi) Train examiner's signal to driver to release brakes.	Hand moved in vertical circle.	White light moved in vertical circle.



SECTION F WORKING OF SIGNAL-BOXES, POINTS AND SIGNALS

Employees permitted to work signals, instruments and points

67. Except as otherwise permitted in Rule 87 (d), points, signals and connected apparatus which are worked from a frame, and any associated instruments, must be operated only by the employee authorised to do so, as follows:

(a) *At a station where there is resident staff on duty:* By the signalman; or (where permitted under special instructions) by another qualified employee as specifically directed by the stationmaster.

(b) *At a station where there is no resident staff on duty:* By the guard of a train concerned, or other authorised employee, as prescribed in the regulations in the General Appendix.

Changing over duties in signal-boxes

68. Every signalman, before taking charge of a signal-box, must satisfy himself that all the signals, points, electrical instruments and other appliances are in good working order. When relieving another signalman, he must ascertain from him whether there are any special circumstances requiring attention; whether the trains which

are due to pass have done so, and if not, what are the exceptions; and what trains if any, are in the section on either side of his signal-box, or are signalled. He must also ascertain whether there is any other matter he should know of, to enable him to perform his duty properly. The signalman being relieved must give full information on these matters before leaving duty, so that the signal-box may be operated efficiently and without any inconvenience arising from the change of staff.

Signalmen must enter in the train register book the times of starting and finishing duty, and sign these entries. Signalmen must change duty only at the appointed hours.

Signal-boxes to be kept private and clean

69. (a) Signalmen must keep the signal-box strictly private, and not allow any person to enter it other than employees authorised to do so in the course of their duty.

(b) Signal-boxes and the instruments and other appliances therein must be kept clean and in proper order.

Lighting of signal lamps

70. Except where special instructions to the contrary are issued by the Chief Traffic Manager, all signal lamps must be kept burning continuously.

Care and use of points and signals

71. (a) All points, signals, interlocking gear, and other apparatus connected with the working of points and signals, must be kept in perfect working order, and be promptly returned to their normal position after use.

(b) Any failure or irregularity in the working of any signal or of any points worked from a frame, or of any connected apparatus, must be reported by the employee observing it to the stationmaster, or in his absence the signalman.

(c) Signalmen or other employees must operate any signal or connected apparatus only in the authorised manner. They must not interfere with any appliance or instrument in such a way as to prevent its legitimate action.

(d) Undue force must not be used in the operation of levers. If the operation of a lever or other apparatus indicates a disarrangement of the parts, an examination must be made at once to ascertain whether the parts are in safe and proper working order.

Signals to be frequently examined and tested

72. (a) The stationmaster and the signalman must frequently examine and operate the fixed signals to see that they work well, are kept clean, and show properly.

(b) When a signal is operated, it is not sufficient merely to move the lever. The signalman must at the same time watch that the signal obeys and goes fully to the required position. At night the back lights of fixed signals must be carefully watched to see that the signals work properly.

Where a fixed signal is out of sight, and its working is indicated by a repeater, the signalman must satisfy himself by observation of the repeater that the signal is working properly.

(c) Signal wires must be kept properly adjusted using the slack adjusters to allow for expansion and contraction resulting from variations in temperature.

Damage to points, crossings or rails

73. Should any point, crossing or check rail be damaged or strained, or the rails themselves split or strained, from the passage of a train or any other cause, the circumstances must immediately be reported to the stationmaster, signalman, roadmaster, ganger, or other employee who has charge of repairs. Until the damage is repaired, all trains must be stopped or allowed to pass over slowly, as may be necessary.

Protection of line within station yard limits

74. (a) When any defect or obstruction exists upon the line, within the sight or knowledge of the signalman, he must place or keep the necessary fixed signals at 'stop', and prevent any train passing in that direction, until the line has been made clear and safe.

(b) Before any signal is lowered or turned off to allow a train to pass, the signalman must verify that the line within the station yard limits on which the train is to run is perfectly clear and safe and that any points involved are correctly set and secured.

Facing points

75. (a) When a train is approaching points worked from a frame, or fitted with a switch-and-lock movement, the signalman, guard, shunter or observer, as the case may be, must see that the lever which governs them, whether in the normal or reverse position, is secured by the catch being firmly down in the notch and, except in the case of an observer admitting his own train, remains so until the whole of the train has passed. Whenever practicable, he must also assure himself by observation that the points have obeyed the lever and are in the proper position. (See the instructions in the General Appendix.)

(b) Facing points must be frequently tested by the stationmaster and the signalman to satisfy himself that they work well and that no part is damaged.

(c) When a train is approaching points not worked from a locking frame or fitted with a switch-and-lock movement, the signalman, guard, shunter or observer, as the case may be, must, except where there are instructions to the contrary, ensure that each is in their correct position and properly secured. All such points which are facing to a train must be securely fastened or held until the whole of the train has passed. (See the instructions in the General Appendix.)

(d) All points which are facing to a running line and not worked from a locking frame, and such other points as may be directed by the Chief Traffic Manager, must be kept locked in their normal position when not in use.

Reversal of order of signals

76. (a) When two or more trains are approaching a junction at about the same time and signals have been placed at 'proceed' for a train which should have been kept back, the signalman must not attempt to alter the order of the trains by replacing those signals and lowering others. He must first place at 'stop' all the signals applicable to all trains affected, and keep them in that position until all the trains have been brought to a stand. Precedence may then be given to the proper train by lowering the signals applicable to it.

(b) When a signal has been lowered or turned off, but has to be replaced at 'stop' before being passed by the train, the signalman, before allowing any obstruction of the line in the path of the train concerned must, where practicable, satisfy himself that the driver is aware that the signal has been replaced to 'stop'. However, every driver, when closely approaching any signal, must always keep close and continuous watch upon it to ensure that all is right for him to proceed.

Working of signals for crossing of trains

77. At a station where two trains which have to cross each other are approaching at the same time, the signals in both directions must be kept at 'stop'.

When the train which is to be admitted first has been brought almost to a stand or has been stopped, it may be admitted in accordance with Rules 48, 49 and 50 and the appropriate block-working regulations in the General Appendix. When the first train has again come to a stand within the station yard limits, and the signalman is satisfied that the line on which the other train is to be admitted is clear, then that other train may be admitted in accordance with those rules and regulations.

Signals to be replaced at 'stop'

78. (a) When a signal has been lowered or turned off for the passage of a train, it must again be placed at 'stop' immediately the last vehicle of the train has passed it except that:

(i) When the signal protects facing points and is interlocked with them, the signal must not be placed at 'stop' until the last vehicle of the train has passed over those points.

(EXCEPTION: The signal may in the ordinary way be placed at 'stop' immediately the last vehicle of the train has passed it, provided there is some mechanical or other appliance which permits of this being done without releasing the security of the interlocking.)

(ii) When, owing to accident or other cause, the train is brought to a stand with the rear portion of it outside a signal, that signal is to be placed at 'stop'.

(b) Where at any place, a signal automatically goes to the 'stop' position before the whole of the train has passed it, and the signal is controlled from a frame, the lever or other control must not be restored to the normal position until the train has reached the point prescribed in sub-clause (a) of this rule.

(c) A signal which has been lowered or turned off for the passage of a train must not (except in the case of accident or obstruction, or as provided for in Rule 76) be again placed at 'stop' until the train has reached the point prescribed in sub-clause (a) of this rule, or the train has come to a stand.

Shunting over points controlled from a signal frame

79. During shunting operations which involve movement over points controlled from a signal frame, the signalman must be careful not to move the points until he has received an 'all right' hand signal to indicate that the last vehicle has passed clear over the points and is also clear of any catch points or derailleurs working in conjunction with the points. (See Rule 66 (c.x)). The 'all right' hand signal must be exhibited from the points, or as near to them as possible, by the guard or shunter.

(EXCEPTIONS: In the case of a light engine, or when a complete train is set back into a siding or loop or on to another running line, and the engine is nearer to the points when the movement is completed, the hand signal is to be exhibited by the driver or observer.)

Catch points

80. Catch points must normally be kept open, so as to derail any vehicle which may run on to a line where it should not do so. When a train or shunting movement has to be made over the catch points, whether they are worked from a signal-box or not, the points must be correctly set and secured for the particular movement. They must be returned to the normal open position, secured and locked immediately after such use.

Signalman leaving signal-box while on duty

81. (a) Before leaving a signal-box for a purpose other than train working, the signalman must inform the train controller and, if

practicable, the signalman at the adjacent station, how long he expects to be absent. Except where there is special authority to the contrary from the Chief Traffic Manager, all signals must be kept at 'stop', and all points must whenever practicable be set so that no vehicle can foul the running line during his absence.

(b) The signalman, when he has to perform duties away from the signal-box or instruments, must communicate with the train controller and with the signalman at any adjacent attended station, as often as may be necessary, to avoid delay to any train even though it may be running without notice or ahead of time.

Position of signals, points and point indicators to be noted in event of accident

82. In the event of an accident or irregularity which is likely to raise question as to the position of signals, points or point indicators, the enginemmen and the guard or shunter, and the signalman, must direct the attention of each other to the position of the signals, points or indicators, and if possible avoid any disagreement between their versions of the occurrence.

SECTION G

DEFECTIVE SIGNALS, POINTS, ETC.

Defective home, starting or siding signals

83. (a) When there is a defect in a home or starting signal (including an outer or inner home, or an advanced starting signal), or in a signal controlling the exit from a siding not equipped with safety points, the signal must if possible be kept at 'stop' until it is restored to full working order.

(b) When such a defective signal cannot be kept at 'stop', a red flag by day or a red light at night must be exhibited in the middle of the track alongside the signal; and three detonators, 10 yards apart, must be fixed on the rail, 200 yards outside the signal, in ample time before an affected train would reach the defective signal.

If the signal which cannot be kept at 'stop' is a home signal or outer home signal an additional three detonators are to be fixed to the rail (one at 1,200 yards, one at 1,300 yards and one at 1,400 yards from the signal). A warning signal consisting of a yellow flag by day or an amber light at night must be exhibited on the left of the line 100 yards in advance of the outermost detonator. If possible, the signalman must also arrange for the driver of each approaching train to be warned at a preceding station or siding that the signal is defective.

(c) When all is in order for a train to pass the defective signal it may, after it has been brought to a stand and the red flag or red light has been removed, be signalled forward by a green flag by day or a green light at night, held in the hand of the hand signalman at the signal. (See rule 66 (c.xcii). The driver must also be advised verbally of the situation, and be instructed as to the movement intended.

Defect in interlocking, or in any facing point bolt or bar

84. (a) When there is a defect in the interlocking of a lever frame, or in any facing points bolt or bar, the signalman must move each pair of points, catch points or derailer to the correct position for each movement that is to be made, or must see this done in his presence, before the movement is signalled. If the points, catch points or derailer do not require to be changed from the position they were in for the previous movement, the signalman must nevertheless check on each occasion that they are correct and safe.

(b) When interlocked points cannot be bolted, they must, if possible, be clamped for each movement made over them in the facing direction. If this cannot be done, each facing movement must be dealt with in accordance with Rule 73.

(c) When any signal, set of points, catch points or other equipment, which is normally worked from a lever frame, has developed a defect and is temporarily disconnected from its lever, the signalman must nevertheless use the lever in the usual way, if the interlocking apparatus is still in order and this will give him the security of the interlocking. If necessary any counter balance weights or similar attachments must as soon as possible be disconnected from the lever by a signal fitter, district lineman or other authorised employee to allow of the lever being so worked.

Hand signalmen

85. (a) When the frequency of the train service prevents the signalman from personally carrying out the duties in accordance with Rule 83 or 84, he must arrange for the movement of points or other apparatus, and the hand signalling of trains, or as many of these functions as are necessary, to be carried out by another employee working as a hand signalman.

(b) Where practicable, the stationmaster must select suitable employees of the Transportation Branch to work as hand signalmen. If this cannot be done he must arrange with the roadmaster or ganger to depute employees of the Way and Works Branch who are competent for the purpose.

(c) Hand signalmen must work only under the instructions of the signalman. The latter must take care that they have a proper understanding of their functions, and that they are clearly instructed what to do in respect of each movement that is to be made.

SECTION H

FIXING, REMOVING OR REPAIRING SIGNALS, OR APPARATUS FOR WORKING POINTS OR SIGNALS

Authority for and protection of the work

86. (a) Unless otherwise provided in these rules no person other than a properly authorised employee of the Mechanical Engineering or Way and Works Branch may perform any work whatsoever in connection with the points, signals, instruments or signalling appliances.

(b) Unless previous arrangements have been made between the Branch or Branches whose employees will carry out the work and the Transportation Branch, and the necessary instructions have been issued by the Chief Traffic Manager, work in connection with points, signals or other apparatus which may interfere with the safeworking of the line must not be commenced before the employee who has charge of the work has a clear understanding with the signalman if the intended work is at an attended station, or with the train controller if it is at an unattended station.

At an attended station, the signalman will be responsible for the necessary precautions being taken in accordance with Rules 83, 84, 85 and 235 to ensure the safeworking of the traffic until the apparatus is restored to normal. The employee who has charge of the work at an unattended station will be responsible for those precautions being taken.

(c) Except in cases of urgency, the ordinary working of signals, locking or points must not be altered unless by previous arrangement with the Chief Traffic Manager.

Disarrangement of interlocking, etc.

87. (a) When the work involves the disarrangement of any interlocking apparatus, or the disconnection of signals, points, facing point bars or locks, fouling bars or detectors from a lever frame at an attended station, the employee who has charge of the intended work must, before starting upon it, give the signalman an exact description of what is to be done. The signalman must then enter in the train register book the words 'locking disarranged', with the numbers of the levers, or the details of the apparatus which will be interfered with; and both he and the employee who has charge of the work must sign their names, and the time must be recorded.

When such work is to be done at an unattended station, similar details are to be given by the employee who has charge of the work to the train controller, who will record them in the log book.

(b) Precautions are to be taken, and arrangements are to be made, in accordance with Rule 83, 84, 85 or 235 as the case may be. The employee who has charge of the work, before interfering with the interlocking or any other equipment, must satisfy himself that these precautions and arrangements have been set up, and that any hand signalman who may have been appointed is at his post of duty.

(c) When a hand signalman has been appointed in accordance with Rule 85, to attend to the working of one or more sets of points, he will be at liberty, upon the completion of any one train movement of which he has been informed by the signalman, to move the points as necessary to suit the convenience of the signal fitter or district lineman working on them. It must be understood that another train will not be sent over the points until the hand signalman has been given fresh instructions by the signalman.

(d) When the interlocking of any signal or point at an attended station is being repaired, altered or cleaned, the employee who has charge of the work must not move any lever himself, except for testing purposes, and then only after obtaining permission from the signalman. If possible the signalman must move the lever as desired.

Similarly, the signalman must not move any lever connected with any signal or point which is being repaired, altered or cleaned, without first obtaining the permission of the employee who has charge of the work.

(e) When the work is completed, the employee who has charge of it shall give an assurance that all is right, to the signalman at an attended station, or to the train controller in the case of

an unattended station. The signalman at an attended station when he receives this assurance must test the locking. If he finds it all right he must enter in the train register book the words 'locking restored': and both he and the employee who has charge of the work must sign their names under those words, and the time must be recorded. The train controller shall record in the log book any such assurance received in respect of an unattended station. If the permanent way has been damaged, the points or signals must not be brought into use until the roadmaster or his representative has certified that the track is in order.

SECTION I DETONATING SIGNALS

Detonators: general

88. (a) Detonating signals are used to attract the attention of enginemmen to fixed signals or hand signals or other indications.

(b) Signalmen, drivers, guards, gangers, or other employees who have charge of work in connection with the line, and hand signalmen, must be provided with detonators, which they must always have ready for use when on duty. Each of the employees mentioned is responsible for seeing that he always has an adequate supply of detonators.

Every stationmaster must keep a supply of detonators in a suitable place which is known to, and always easily accessible by, every employee having need for detonators.

(c) Detonators must be handled carefully, as they are liable to explode if roughly treated. They must be kept in a dry place.

(d) Detonators must be issued in the order in which they are received. Those which have been the longest on hand must be used first, to avoid an accumulation of old stock.

Use of detonators: general

89. (a) Where the use of detonators is prescribed by any rule, regulation or instruction, the detonators must be used by day and at night, unless otherwise directed.

(b) Detonators must be placed on the top of one rail of the line to be protected, as near as possible to the centre of the rail. The clasps must be bent around the upper flange of the rail, to hold the detonators in position.

(c) After having fixed the detonators on the rail at the distance prescribed in the applicable rule, regulation or instruction, the employee whose duty it is to exhibit the hand signal must take up a position on that side of the detonator which is nearest to the fixed signal, obstruction or points for which he is signalling; and must so exhibit the hand signal that it may be seen by the driver or observer immediately after the train has exploded the detonators.

(EXCEPTION: When trains are being worked under 'special time interval working', the guard of a train being followed by another must remain at the 'obstruction warning' signal and be prepared to exhibit a 'stop' signal to the following train.)

Where any rule, regulation or instruction requires that a 'stop' signal (red flag or 'obstruction stop' signal or red lamp), be exhibited without being held in the hand, that flag, signal or lamp must be exhibited in a position where it will be seen by the driver or observer immediately after the train has exploded the detonators.

Observance of detonator warnings

90. (a) When an engine explodes one or more detonators, in clear weather, the driver must immediately reduce speed and bring the train under such complete control as will enable him to stop at once if required; and then proceed cautiously to the place of obstruction or until he receives a further signal for his guidance.

(b) When an engine explodes one or more detonators, and the weather does not allow a clear view, the driver must immediately reduce speed and bring the train under complete control, so as to be prepared to obey any signal that may be exhibited. Should he receive a 'stop' hand signal, he must at once bring the train to a stand, and await a 'proceed' signal before moving the train.

(c) When one or more detonators are exploded at or near the site of a fixed signal, the driver must reduce speed or stop in the same way as if he had clearly seen the signal to be at 'caution' or 'stop', as the case may be. However, even if he can clearly see that the signal is displaying a 'proceed' indication, the driver must nevertheless be prepared to obey any hand signal or other indication that may be exhibited.

Failure to explode

91. (a) When it is known that a detonator has failed to explode when run over by a motor inspection car or other light vehicle, usually as a result of travelling at slow speed, it must if possible

be arranged specially for it to be exploded by being again run over by that vehicle or by another vehicle or by a train. Extreme care must be exercised in handling any such unexploded detonators.

(b) Should any detonator fail to explode when a train runs over it, the employee who fixed it must immediately report the circumstances to the officer-in-charge. The Chief Traffic Manager must be advised in writing, and the defective detonator must be sent to him for examination.

The defective detonator must be packed and handled with extreme care by all concerned. The package is to be clearly endorsed to indicate it contains an unexploded detonator and a similar notation made on the consignment note.

Use of detonators when weather is not clear

92. (a) When the weather is such that the fixed signals (or the markers, where there are no fixed signals) cannot be clearly seen by the driver of an approaching train at a distance of at least 400 yards, hand signalmen must be provided, and/or detonators placed, where required, to comply with the instructions in the General Appendix.

(b) At attended stations, the signalman must see that these instructions are carried out. At unattended stations, the ganger (or the trainmen, where so prescribed in the instructions in the General Appendix) will be similarly responsible.

'Obstruction warning' and 'obstruction stop' signals

93. Except as otherwise provided, the following 'obstruction warning' and 'obstruction stop' signals must be exhibited when it is necessary to place detonators on the track:

(a) An 'obstruction warning' signal, which is used as a visual warning to enginemmen or track vehicle drivers that there is an obstruction ahead, is a rectangular marker 12" high and 18" wide attached to a pole three feet long. The front of the signal is of yellow reflectorised material. The back of the signal is painted black.

An 'obstruction warning' signal must be exhibited on the left of the line, 100 yards in advance of the outermost detonator.

(b) An 'obstruction stop' signal is a rectangular marker 12" high and 18" wide attached to a pole three feet long. The front and back of the signal are of red reflectorised material.

An 'obstruction stop' signal must be exhibited in the centre of the track immediately on the obstruction side of the three intermost detonators.

'Obstruction warning' and 'obstruction stop' signals must be exhibited in such a position as to be clearly visible to the driver of an approaching train, motor inspection car, motor section car, quadricycle or other track vehicle or machine.

SECTION J CONTROL AND WORKING OF STATIONS

Stationmaster's principal responsibilities

94. Every stationmaster is responsible for the general working of his station being carried out in strict accordance with the rules, regulations and instructions; and he must as far as practicable ensure the proper conduct of all operations which in any way affect the safety of the railway.

Stationmaster not to be absent from duty

95. A stationmaster must not be absent without leave, except from illness; in which case he must promptly inform the Chief Traffic Manager, and when practicable arrange locally for some competent employee to take over his duties.

Stationmaster's supervisory responsibilities

96. (a) Every stationmaster is responsible for the faithful and efficient discharge of the duties of all employees under his charge. Each such employee is subject to the stationmaster's authority in the performance of his duties, in accordance with Rule 2.

(b) The stationmaster must see that every employee under his control, who requires a copy of these rules, the General Appendix or a working timetable, in accordance with Rule 9, is supplied with it and all amendments thereto.

(c) The stationmaster must see that all orders and instructions are duly noted and executed, and that all books and returns are regularly and neatly kept up to date.

(d) The stationmaster must promptly report to the Chief Traffic Manager any neglect of duty on the part of any employee under his control.

Signalmen leaving duty

97. At stations which are closed or unattended during certain hours, the signalman must not leave duty before the appointed time; nor until he has notified the train controller that he is going off duty, and the times during which the station will be unattended. The instructions in the General Appendix regarding action required in connection with train movements when a station is closed must be strictly observed.

Supervision of buildings and railway property

98. (a) Every stationmaster is answerable for the security and protection of the buildings and the property of the railways at his station.

(b) The stationmaster must inspect the station daily, and see that the rooms, offices and toilets, and the premises and yard generally, are kept in a clean and satisfactory condition.

(c) Station offices are to be kept private. Persons other than employees in the course of their duty must not be allowed to go behind a counter, or into any portion which is not open to the public. (See Rule 23.)

In the event of a station office or signal-box being left unattended, even if only for a short period, the stationmaster, signalman or other employee in charge of it must ensure that all doors giving access to it are closed and locked.

(d) The stationmaster must immediately advise the proper employees of the Way and Works Branch, as well as the Chief Traffic Manager, of any defect or unsafe condition in the premises which might cause injury to persons, or damage to vehicles or to traffic being conveyed by railway.

Interference with lines, points, signals, or other such equipment

99. (a) Lines, points, signals, catch points, derailleurs, choke blocks or other similar apparatus connected with the safeworking of the line shall not be installed, connected, removed or altered, except in an emergency, without the prior approval of the Chief Traffic Manager, who will issue the necessary instructions.

(b) When it is necessary in an emergency for work to be done on any line, points or signals without the prior approval of the Chief Traffic Manager, the provisions of Rule 86 (b) must be observed.

(c) Any new signal, set of points, loop, siding or other road, or apparatus connected with the safeworking of the line must not be brought into use without the authority of the Chief Traffic Manager. Before such authority is given, a certificate must be obtained from the Chief Mechanical Engineer and/or the Chief Civil Engineer that the apparatus is functioning correctly or that the road is fit for traffic, as the case may be.

Fire protection

100. The stationmaster must see that fire protection appliances are kept in a satisfactory condition and ready for immediate use; that the instructions in the General Appendix regarding the periodical examination of fire extinguishers are carried out, and that the staff under his control are thoroughly aware of the action to be taken if fire breaks out.

Stores and stationery

101. The stationmaster is responsible for the proper and economical use of stores, stationery, fuel and lighting. Surplus stores must be returned to the Chief Traffic Manager.

Availability of by-laws, timetable and rates books

102. (a) A legible copy of the General By-law, timetable and of such other notices as directed by the Chief Traffic Manager is to be exhibited in a position accessible to passengers and other persons at each attended station and also at specified unattended places as directed.

At attended stations, the stationmaster must see this is done.

(b) At each attended station, a copy of the Goods and Livestock Rates Book, and of the Passenger Fares and Coaching Rates Book, amended up to date, must be kept in a suitable place, available for reference by any member of the public upon application.

Public complaints

103. In the event of a complaint being made by a member of the public, the stationmaster must as far as possible deal with the matter under complaint, and must promptly report the facts to the Chief Traffic Manager.

Signal lamps and station lighting

104. (a) Care must be exercised in the cleaning, trimming and lighting of signal lamps. Stationmasters and others who have fixed

signals under their care must frequently inspect the signal lamps, and satisfy themselves that they are in good order; and that the glasses, spectacles and reflectors are well cleaned and properly adjusted. Where the signals are lighted electrically, prompt action must be taken to have any defect remedied. The result of each inspection must be recorded in the train register book.

(b) The stationmaster must see that all station, platform, and carriage lights and fittings are kept clean, and that the lights are burning properly when required.

Oil burning lamps, other than signal lamps, must be taken to the lamp room every morning, cleaned and trimmed, and not replaced until required. Electric lights must not be kept burning unnecessarily.

(c) The electrical section of the Mechanical Engineering Branch must be advised promptly in the event of any fault developing in electrical fittings, lights or other similar electrical equipment.

Lights on buffer stops of dead end lines

105. At stations where there are dead end lines used for the reception of trains, a red light, plainly visible to the driver of an incoming train, must be exhibited on the buffer stop at night and in the daytime when the weather does not allow a clear view. If any vehicle is placed in front of the buffer stop, a red light must be exhibited on the outermost such vehicle.

Points not to be moved without permission

106. At an attended station, an employee must not move any points which lead to a running line, without the permission of the signalman.

Vehicles on running lines at stations

107. (a) A train or vehicle must not be allowed to foul any running line, nor must any vehicle be left standing on it, in or adjacent to an attended station, without the permission of the signalman first being obtained. If the station is provided with fixed signals that can be used to protect the detached vehicles, those signals must be kept at 'stop'. (See Rule 131.)

(b) During and upon completion of shunting operations which involve the running lines, the guard or shunter must satisfy himself that none of the vehicles has been left on or foul of any running line. At an attended station he must advise the signalman if he has done so.

(c) After the arrival of trains, and during and upon completion of shunting operations which involve the running lines, the signalman must see, or have a clear indication from the guard or shunter, that all vehicles have been left secured in the sidings, and that the running lines are clear, before signalling any other train to pass.

In the event of any vehicles having been left on or foul of any running line, the signalman must take the necessary steps to protect them, and must have them removed as soon as possible. (See Rule 131.)

Shunting outside the station yard limits

108. (a) A train or vehicle must not go outside the station yard limits unless the necessary authority for the section to be fouled as prescribed in the appropriate block-working regulations in the General Appendix has been obtained or retained.

(b) Except where there are special instructions to the contrary, vehicles which are not attached to an engine must not be left standing outside the station yard limits, on a gradient falling away from the station. At any such stations which hold special authority from the Chief Traffic Manager, there must be a brakevan attached to the outer end of the vehicles, and a qualified employee with it to work the hand brake.

(c) In any case, a train or vehicle must not be left standing beyond the sight of the signalman, nor outside the distant signal or location board, whichever is the nearer.

Train following another within station yard limits

109. (a) When a train or engine is signalled to make a movement within station yard limits or on a siding, or to move out of a station or siding on to a running line, and a second train or engine is following it, the driver of the second train must satisfy himself that his movements are as required by employees of the Transportation Branch (See Rules 138 to 140), and must avoid any possibility of a collision with the first train.

(b) Should the movement of the first train be made in response to the lowering or turning off of a fixed signal, the second train must be brought to a stand at that signal, even though it may be in the 'proceed' position.

The second train must not pass the signal until it has been restored to the 'stop' position and again been lowered or turned off for that train.

Simultaneous movements within station yard limits

110. When two or more movements are being made simultaneously, on or adjacent to a running line, at a station or siding where such movements are not fully governed by fixed signals, all concerned must carry out the precautions laid down in the rules relating to shunting movements, particularly Rules 137, 138, 139, 140 and 145.

At an attended station, the signalman must ensure that the requirements are understood by all concerned, especially when the arrival or departure of a train is one of the movements involved.

Choke blocks, derailleurs, sprags and wheel chocks

111. (a) Whether a vehicle is standing within them or not, all choke blocks and derailleurs are to be kept securely locked across the rail at all times except when it is necessary to remove them to allow a train or vehicle to pass. At attended stations, the stationmaster is responsible for seeing this is done.

(b) At places situated on inclines, or where sprags or wheel chocks are required for any reason, the stationmaster or employee responsible, must always keep supplies of sprags and wheel chocks in the most convenient places, ready for immediate use.

Cranes or similar apparatus working within station yard limits

112. (a) Whenever a crane or similar apparatus is to be used in such a position that the jib or any portion of it could obstruct or foul any line in use for traffic purposes, or whenever by any possibility such fouling could occur during the loading or unloading of articles of exceptional size or weight the employee who has charge of the operations must first obtain the sanction of the officer-in-charge, and the signalman responsible for the safety of the line, and must see that the proper signals are exhibited until the period of obstruction has ended.

(b) When a crane or other apparatus has to be used at a siding or other place not protected by fixed signals, the permission of the train controller must first be obtained, and flags and detonators must be provided if required to protect the operation in accordance with Rule 235(a).

(c) Operations as described in sub-clauses (a) and (b) of this rule must not be carried out at night, or in the daytime when the weather does not allow a clear view.

(d) Mobile cranes must not operate beneath power lines where there is insufficient clearance when the lifting apparatus is fully extended.

(e) Where it is necessary to move a rail-mounted crane in a station yard, the employee who has charge of the operation must ensure that the jib and balance box are in the proper position and securely fastened; that the crane does not foul any structure or overhead wire whilst being moved, and that side-stays, where provided, are secured in their proper position.

(f) A pillar crane which could foul any line must be kept locked or otherwise secured clear of the lines, except when actually in use.

Control of employees at stations

113. Every employee working at a station is under the control of the stationmaster; and at a goods shed which is not supervised by a stationmaster, every employee is under the control of the officer-in-charge.

Information about running of trains

114. (a) At attended stations, stationmasters and signalmen must keep in close touch with the running of each approaching train; and must promptly pass on this information to the Mechanical Engineering Branch officer-in-charge, and to any other persons having need of it.

(b) At attended stations, the stationmaster must make any necessary re-arrangement of the guards' roster in consultation with the train controller or Transportation Branch roster clerk. If there is no officer of the Mechanical Engineering Branch locally, he must similarly make any necessary re-arrangement of the enginem or engine roster in consultation with the train controller, Locomotive Superintendent or Mechanical Engineering Branch roster clerk.

Goods and parcels on station premises

115. Goods or parcels put out of trains or awaiting despatch must not be allowed to be near the platform edge or close to the rail where damage could occur nor in a position where they might obstruct or endanger passengers or other persons. Consignments of a perishable nature must always be promptly placed under cover.

Platform barrows and passenger loading boards

116. (a) When platform barrows are not in use they must be kept either in a special area set apart for them, or as far as possible from the platform edge, and must be secured to prevent them from moving.

(b) When in use platform barrows must not be placed in a position where they might obstruct or endanger passengers or other persons.

(c) The platform barrow tow-bar must, when possible, be secured in the upright position to prevent injury to passengers or other persons.

(d) Passenger loading boards when required for use must be placed firmly in position and tested for stability. When not in use they must be stored in an area where they will not present an obstruction to passengers or other persons.

Passenger trains not to be stopped out of course

117. Except in emergency, or when specially authorised by the Chief Traffic Manager, a passenger or mixed train must not be stopped to pick up or set down passengers at any place which is not shown in the working timetable as a stopping place.

Stopping a train specially

118. When a train is required to stop at a station where it is not shown in the working timetable to stop regularly:

(i) Where there are fixed signals, the home signal must be kept at 'stop' against the train until it has been brought nearly to a stand; whereupon the signal may be placed at 'all right'. The train is then to be stopped in the required position by the exhibition of a 'stop' hand signal, by the signalman, unless there is a starting signal that will stop the train in the required position. In the latter case, the starting signal must be at 'stop' against the train.

(ii) At attended stations not provided with fixed signals, the employee admitting the train (See Rule 60) must advise the driver that it is required to stop at the station.

(iii) At an unattended station, the train may be stopped by the exhibition of a 'stop' hand signal (See Rule 66 (c.i)), or by an intending passenger exhibiting the special reflective disc provided at certain places for the purpose of stopping trains that are tabled to stop when required. Drivers must be on the alert for such indications at unattended stations.

Doors of trains

119. (a) Doors must not be opened to allow a passenger to alight from or enter a train, whilst the train is moving.

(b) All carriage doors which open outwards must be closed, and all doors on other vehicles must be fastened, before permission is given for a train to start.

Examination of trains

120. (a) When a train commences its journey from a station where train examiners are not employed, it is the driver's responsibility to examine the train and advise the stationmaster when the examination has been completed.

(b) The train examiner must advise the driver in person, and the stationmaster, either in person or by radio telephone or yard telephone, that the examination of the train is complete, and that, so far as he is concerned, it is safe and ready to proceed.

At stations where trains are examined, the stationmaster, before intimating to the guard that all is right for a train to proceed (See Rule 185 (b)), must satisfy himself that the examination of it has been completed, and that, so far as the train examiner is concerned, the train is safe and ready to proceed.

(c) After a train examiner has commenced an examination of a train, that train or any part of it must not be moved until the train examiner has advised the driver and the stationmaster that the examination has been completed or that it is safe for the train to be moved.

The train examiner must conclude his examination of the train at the engine and after informing the driver in person that the examination is completed he must promptly proceed to advise the stationmaster in accordance with sub-clause (b) of this rule.

(d) When a train examiner or employee performing similar duties finds it necessary to prevent a vehicle from being run on a train which is marshalled and ready for starting, he must immediately advise the stationmaster, guard, shunter or other responsible employee.

(e) At an attended station where a train examiner is not on duty, arrangements must be made by the stationmaster to have remedied any defects which might interfere with the safe running of the vehicles, or to detach any defective vehicles from the train. At unattended stations the guard of the train concerned shall act similarly.

The Locomotive Superintendent and the train controller must be advised promptly by the stationmaster or guard (as the case may be), of the nature of the defect and the particulars of any vehicle detached.

(f) The stationmaster, or the guard at an unattended station, before starting a train from a place where a brake test has to be performed, must take care that it has been completed in accordance with the instructions in the General Appendix.

Train examiners and other employees to protect themselves

121. (a) A train examiner or any employee or group of employees when working on vehicles which are not attached to a train, must protect the work by placing a red flag by day, or a red lamp at night, in a conspicuous position; and this shall not be removed by any employee other than the one who placed it, except as permitted specially in the instructions in the General Appendix.

(b) Where an engine or any vehicle attached to an engine requires attention that necessitates an employee going into a position on, under or in close proximity to the engine or vehicle where its movement might endanger him, that employee must first personally notify the driver that he will be working upon it. The engine or vehicle must not then be moved until the same employee has notified the driver that all is clear.

Carding of defective vehicles

122. (a) When a vehicle is not fit to travel, it must be labelled on both sides with a red card 'NOT TO GO' (L.16), and must not be allowed to leave the station, depot or siding where these cards are attached.

Where a train examiner is stationed and on duty, these cards shall be attached by him, and he must promptly bring the facts to the notice of the stationmaster. At other places the cards are to be attached by the stationmaster; or if at an unattended place, by the guard, who must promptly report the facts to the train controller.

(b) When a vehicle requires repairs but is fit to travel, it must be labelled on both sides with a green card 'FOR REPAIRS' (L.15). The employees responsible for doing this, and the advices they are required to give, will be the same as in sub-clause (a) of this rule.

The vehicle must be repaired at the place where the defect is discovered, if that can be done without undue delay to traffic. If it cannot be repaired locally without undue delay, it must be taken for repair to the place named on the green card, but its contents (if any) must first be offloaded at their destinations or a suitable intermediate place, if this will expedite their transit.

Should the vehicle continue to be used before being repaired, care must be taken to leave the green cards in the label holders when the traffic labels are removed.

(c) White cards 'WESTINGHOUSE BRAKE DEFECTIVE' (L.84) are to be attached by train examiners, or green cards (L.15) by guards and any other employee of the Transportation Branch, to both sides of every vehicle on which the Westinghouse air brake is out of action or defective.

(d) The red, green and white cards referred to in sub-clauses (a), (b) and (c) of this rule are to be removed only by authorised employees of the Mechanical Engineering Branch.

Train examiners, and others responsible for attention to rolling-stock, must remove the cards from any vehicle as soon as they are no longer required. They must also promptly advise the employee who was previously informed of the defect in accordance with the preceding sub-clauses of this rule.

Carding of 'first trip' vehicles

123. When a new or rebuilt vehicle is sent into traffic for its first trip, or on the first trip of any vehicle after repairs when an authorised employee of the Mechanical Engineering Branch considers it necessary, it must be labelled on both sides with white cards 'FIRST TRIP OF THIS VEHICLE' (L.14). During the first trip, the load of any vehicle so labelled must not be more than half its normal maximum permitted load.

Vehicles involved in accidents

124. When a vehicle has been derailed, or involved in a collision or other accident which could have damaged it, the vehicle must be red-carded (if necessary, by the employees of the Transportation Branch concerned with the accident) and be dealt with in accordance with Rule 122 (a) and (b). The guard or shunter must promptly advise the driver of the circumstances.

Vehicles that have finished their journey

125. (a) Each train that has finished its journey, and all empty vehicles shunted off at stations or sidings, must be carefully searched. Any articles found in them must be immediately delivered to the stationmaster who is nearest or most conveniently located, and must be dealt with in accordance with the instructions in the General Appendix or the Accounts Instruction Book.

(b) The windows of all empty compartments must be closed and the shutters or blinds must be drawn while carriages are standing at stations and sidings, and also immediately a compartment becomes vacant while a train is running. The ventilators must be kept open.

Accidents to be reported

126. When an accident or obstruction occurs that affects the working of any running line, the employees immediately concerned must ensure that the drivers and guards of approaching trains are notified, and that all other necessary arrangements are made by carrying out the instructions in the General Appendix.

Accidents to persons

127. Should any person suffer injury, the names and addresses of two or more witnesses are, if possible, to be procured for subsequent reference if required.

Engines and vehicles not the property of the Commissioner

128. Engines either under power or being hauled, and other vehicles, unless they are the property of the Commissioner, or of a person or body with recognised arrangements for working over the Commissioner's lines, shall not be allowed to operate over any running line, except under special instructions from the Chief Traffic Manager, which will prescribe the conditions to be observed during such operation.

SECTION K SHUNTING

Shunter to be in charge

129. Except where there are specific local instructions to the contrary, shunting movements on traffic roads must not be carried out unless a guard, shunter or other competent employee, qualified in sawfworking, is in attendance; and the driver must not move the engine until he has been so directed by that employee, who is referred to in these rules as 'the shunter'.

Two men to be on engine

130. Except when the observer has to leave the engine temporarily to assist the shunter in turning points or other duties, an engine is not to shunt without two qualified men being on it.

The driver must not leave the engine unless absolutely necessary. (See Rules 163 and 166 (a)).

Shunting on running lines

131. (a) Shunting must not be carried out on the running lines if it can be done elsewhere.

(b) When vehicles have to be left standing on a running line on completion of a shunting movement, or after having been detached from a train, at night and in the daytime when the weather does not allow a clear view, the shunter must see that a red light, visible to the driver of any approaching train, is exhibited at each end of the stationary vehicles. At an attended station, the signalman must also ensure that this is done.

(c) When empty passenger trains, carriages, or other vehicles have to be propelled out of a terminal station or other such place onto a running line, the engine must remain attached to them, and the air brake must remain in operation throughout until the movement is completed and the vehicles are at a stand and properly secured.

A shunter must always accompany any such movement and ride on the leading vehicle being propelled. The driver must not move the engine until the shunter is in attendance.

(d) The provisions of Rule 107 must be complied with when shunting on the running lines.

Prohibited methods of shunting

132. The following methods of shunting are prohibited:

(a) Double shunting, i.e. the turning of some vehicles on to one line, and others on to another line, during one movement of the engine.

This method of shunting is forbidden, regardless of whether the vehicles are being hauled (fly or slip shunting) or propelled.

(b) Shunting two vehicles on parallel lines by placing a piece of timber or other such material between the ends of the vehicles, and propelling or hauling one of them with an engine.

(c) Shunting vehicles of different gauges in the one rake on a mixed gauge line.

Loose shunting

133. (a) It is strictly forbidden to loose shunt engines, railcars, passenger carriages or other coaching vehicles, employees' vans or other vehicles containing personnel, railway service vehicles, or any vehicle carrying livestock, explosives, motor vehicles, freight containers, or mechanical or electrical machinery.

Likewise, no other vehicle must be loose shunted against a unit or vehicle of these kinds, or against a rake of vehicles containing such a unit or vehicle.

(b) Should it be unavoidable to loose shunt vehicles carrying inflammables, certain precautions must be taken, similar to those applying to stock shunting. (See the instructions in the General Appendix.)

(c) Vehicles must not be loose shunted against a dead end, or against other vehicles standing at or near a dead end; nor must any vehicle be loose shunted in the vicinity of a gate or door across the line.

(d) A vehicle with a defective hand brake must not be loose shunted.

(e) Employees must not loose shunt, or allow any other person to loose shunt, a vehicle alongside a platform, ramp, stage or similar structure, unless the hand brake can be fully operated without risk of injury.

(f) When loose shunting is permissible and is carried out, the vehicle or vehicles must be accompanied for a sufficient distance by a competent employee, who must apply hand brakes as necessary to ensure that the movement is brought to a stand at the required place; and to prevent it from running away if on a falling gradient, or fouling another line or from violently striking other vehicles or dead ends.

(g) Loose shunting on a line on which a passenger or mixed train is standing must be conducted in accordance with Rule 147(d).

Shunting over level crossings

134. (a) Vehicles must not be left standing foul of level crossings or where they will actuate level crossing warning devices.

(b) Shunting over level crossings must be conducted in accordance with the instructions in the General Appendix.

Length of rakes in shunting

135. (a) To avoid accidents, derailments, and damage to vehicles or their contents, or to the securing equipment, the number of vehicles in a shunting movement must be kept as small as possible. This is particularly important when the vehicles are being propelled, or when due to a curve or structure a restricted view does not permit hand signals to be clearly observed by the enginemaster, or when the movement has to be made without the air brake being connected throughout all vehicles.

(b) When vehicles have to be moved on sidings having a rising gradient, the vehicles to be moved at one shunt must be limited to the number which the engine can handle without strain or excessive speed.

Doors and flaps on freight and livestock vehicles to be closed

136. As soon as practicable after the completion of loading or unloading operations, and before being moved, all doors and flaps on freight or livestock vehicles must be closed and secured in a safe position. (See the instructions in the General Appendix.)

Precautions before starting to shunt

137. (a) Before any vehicle is moved, or any shunt which could move a vehicle is attempted, the guard or shunter before giving the hand signal for the movement must:

(i) See that all couplings have been engaged to prevent vehicles uncoupling and running away during the movement;

(ii) See that any boundary gates or doors of any goods, carriage, or other sheds, on the line to be shunted, are secured in the fully open position;

(iii) See that all fittings, gas and water connections, gangway and any other facilities attached to camp or work trains are removed;

(iv) See that any choke blocks or derailleurs are removed from that portion of the line over which the movement will pass, unless

such must remain in position to prevent a vehicle from running away during coupling up;

(v) See that all portable chocks and sprags have been removed from the vicinity of any vehicle involved in the shunt; unless such must remain in position to prevent a vehicle from running away during coupling up, in which case they must be removed as soon as the vehicles have been coupled;

(vi) Warn all persons who are in, on, or under a vehicle that is likely to be moved or who could be in a position inspecting, loading, unloading, repairing or cleaning where its movement might endanger them, and not allow any road vehicle to foul the line which is to be shunted;

(vii) See that no person is riding in a motor vehicle loaded on a rail vehicle;

(viii) Satisfy himself that the line is clear in every other respect.

(b) Where a hooter or similar warning device is provided, it must be operated by the shunter, in accordance with the local instructions, to indicate that shunting is about to start, and afterwards that it has finished. However, the shunter must still see for himself that everything is safe for the movement intended.

Compliance with fixed signals during shunting

138. (a) The driver must not move the engine, even though a fixed signal governing a shunting movement may have been lowered or turned off, but must await the appropriate hand signal from the shunter.

(b) The lowering or turning off of a signal may authorise a shunting movement to proceed on to a line already partly occupied by other vehicles in which case the driver must be prepared to stop short of any such vehicles.

(c) When the driver is not in a position to see a fixed signal which governs the shunting movement to be made, the shunter must instead watch for the indication it displays. When the signal is lowered, or turned off, the shunter must exhibit the appropriate hand signal (See Rule 66 (c.viii)) to the driver, and receive his acknowledgement, before exhibiting a further hand signal for the movement to start.

Points to be in correct position

139. (a) Before giving the hand signal for a shunting movement to go over any points, in either the facing or trailing direction, the shunter must see that they are set in the correct position for the intended movement and are secured, or are firmly held if they cannot be secured.

Should the movement be in the facing direction over points not governed by a fixed signal, the shunter must also see that the point blade fits well home to the stock rail.

(b) When a movement not governed by fixed signals is to be made over points worked from a signal-box or lever frame, the shunter must receive an intimation from the signalman that everything is in order before exhibiting a hand signal to the driver to move.

Care must be taken not to trail through any points worked from a signal-box lever frame or which may be secured by any other means in the incorrect position for the movement.

(c) When a shunting movement is to be made on a traffic road by an engine not accompanied by a shunter, at a place where this is permitted, the driver must carry out the functions which are assigned to the shunter in sub-clauses (a) and (b) of this rule.

(d) In the course of any shunting movement, whether accompanied by a shunter or not, when the points, or any lever or indicator which indicates the position of the points, are visible from the engine, the driver or observer must see that they are correctly set for the movement.

Shunter's instructions and signals to driver

140. (a) The shunter must not rely entirely upon hand signals, but whenever possible must instruct the driver verbally regarding the movements required and the positions of the vehicles involved.

(b) The shunter and any other employee assisting him must at all times keep themselves in positions where their hand signals can be exhibited, and if necessary relayed, clearly to the enginemaster.

(c) When vehicles are being propelled during shunting, the shunter must position himself so that he can observe the line ahead of the movement, and at the same time hand signal the driver according to the circumstances.

When the vehicles are to be propelled for any considerable distance the shunter must ride on the leading vehicle. Should it be necessary to alight from that vehicle to exhibit a clearer hand signal or for any other reason, he must do so at a place where he can still observe the line ahead of the movement and so prevent any mishap.

(d) Enginemmen performing shunting operations must be alert, and must promptly obey the instructions given and hand signals exhibited by the shunter and by any other employees assisting him.

Should the driver not be receiving hand signals to his satisfaction he must immediately inform the employees at fault.

When a movement is proceeding under continuous hand signals, and a hand signal is not received where one would be expected or the enginemmen lose sight of an employee's hand signals, the engine siren must be sounded and the movement brought promptly and smoothly to a stop until a further instruction or hand signal is received.

An enginemman must not accept a hand signal unless he is satisfied it has been exhibited by his own shunter. If another shunting movement is taking place in the vicinity, the shunter concerned must not exhibit a hand signal that may be misunderstood or confusing to another enginemman.

Care to be exercised to avoid violent shunting

141. Shunters and enginemmen must exercise care to avoid violent, rough or reckless movements; collisions with other vehicles or with dead ends; derailments; accidents; or damage to the contents of vehicles, or to railway property generally.

The shunter must exhibit his hand signals accordingly and the driver must handle the engine with care and discretion.

Hand brakes

142. Before any vehicle is attached to or detached from a train or other vehicles which are being shunted, the guard or the shunter must test the hand brake.

If the hand brake is not in good working order, the vehicle must be treated with special care, and must not be loose shunted or shunted by hand.

Shunting toward or against stationary vehicles or dead ends

143 (a) Before shunting onto a line where vehicles are standing, the shunter must check on the position of those vehicles and must ensure they are firmly secured to prevent their moving when shunted against. (See the instructions in the General Appendix.)

(b) When coupling up to stationary vehicles, the shunter must hand signal the driver so that they are struck gently.

(c) Before coupling on to flat top wagons at a loading ramp, the shunter must ensure that all bridge plates and other similar devices which are used between the wagons, and between the end wagon and the ramp, are removed and, if necessary, secured.

(d) When shunting towards a dead end ramp, or against vehicles specified in Rule 149, the movement must be stopped at least one bogie length clear of the dead end or vehicles with which contact is to be made, and then 'eased up' to the dead end or vehicles.

(e) Shunting into lines which are set aside for the repair of vehicles or similar purposes, must be conducted in accordance with the instructions in the General Appendix.

(f) When shunting on a line where livestock trucking facilities are provided the shunter must check to ensure the stockyard gates and loading buckets are secured in the normal position.

Shunter not to attach unwanted vehicles

144. After coupling on to vehicles that he intends to attach, the shunter must ensure that they have not also coupled automatically on to any vehicle that should be left behind. When vehicles to be detached are uncoupled, the shunter, when withdrawing the vehicles which are to remain attached, must ensure that the detached vehicles have not again become coupled.

Vehicles left in sidings

145. (a) Vehicles left standing in sidings must be clear of the fouling point of any adjoining line, and within the protection of choke blocks, derailleurs or catch points, but not so hard up against the choke block or derailer as to prevent it working freely.

(b) Trains and vehicles left standing must be firmly secured by the application of the hand brake on a sufficient number of vehicles, and these must be the vehicles that will hold the others most firmly against any movement. Sprags or portable chocks, where provided, must be used if hand braking is not sufficient.

The air brake must not be relied upon to hold any vehicle after it has been detached from the engine.

Points, catch points, choke blocks and derailleurs to be restored promptly to normal

146. As soon as a shunting movement over points or catch points or past a choke block or derailer has been completed, the guard or shunter must see that the points, catch points, choke block or derailer are promptly restored to their normal position.

Care must be exercised to ensure that the last vehicle of a train, or shunting movement, has cleared the points, and derailer where provided, before the points are restored to their normal position. (See Rules 80 and 111 (a)).

Shunting in connection with passenger vehicles and passenger trains

147. (a) When a passenger carriage and any other vehicle are to be coupled together, the moving vehicle must be stopped at least one vehicle length from the stationary one, and then eased up to it.

(b) When vehicles are to be attached to a passenger or mixed train, this must if possible be done without moving the train.

(c) When an engine is being used to attach vehicles to a passenger or mixed train, the air brake must be connected and working throughout the vehicles being moved.

(d) When vehicles of a kind permitted to be loose shunted are required to be attached to a passenger or mixed train, one or more of them may be placed at a safe distance from the train and securely braked; other vehicles may then be loose shunted on to the vehicle or vehicles so braked in accordance with Rule 133.

When the goods vehicles have been coupled together, and the air brake has been connected throughout them, they may be attached to the train in accordance with sub-clauses (a), (b) and (c) of this rule.

(e) When any vehicle containing passengers is to be shunted over points, the shunter and enginemmen must be particularly careful to comply with Rule 139 (a), (b) and (d), and Rule 149.

The shunter must also take particular care that the line is clear and properly protected.

(f) After a passenger or mixed train has arrived at a stopping place, the passenger carriages must not be moved until the shunter or guard has received an intimation from the stationmaster that all passengers are clear of the train, or he has satisfied himself that it may safely be done after a warning has been given to passengers of the intention to shunt.

(g) Before passenger carriages are separated, the air hoses and any electrical connection must first be uncoupled in accordance with the instructions in the General Appendix. Any gangway connections and chains must then be disconnected and fastened back.

Vehicles run into earth dead ends

148. When a vehicle has run into an earth dead end, it must be inspected before it is moved again to ensure it is still on the rails and can safely be drawn out.

Should there be any doubt, the movement must be made slowly and watched carefully to prevent the vehicle being hauled any distance in a derailed position.

Use of air brake in shunting

149. The air brake must be connected throughout vehicles and used, unless there is reason why this cannot be done, when vehicles are being shunted with an engine up to a dead end or coupled to vehicles standing on a dead end, or when shunting passenger carriages, railway service vehicles, or vehicles carrying mechanically operated refrigerators, explosives, motor vehicles or livestock.

Securing contents of partly loaded vehicles

150. Before moving any freight vehicle which is partly loaded, its contents must be made secure so as to avoid damage during shunting.

SECTION L TRAIN SIGNALS

Headlights

151. (a) The headlight of an engine, and the headlights of a motor inspection car, must be in the full 'on' position during the daylight hours as well as at night whenever it is moving on a running line, except as provided in sub-clause (b) of this rule.

(b) The headlight of an engine, and the headlights of a motor inspection car, must be on 'dim' beam during the daylight hours as well as at night in the following circumstances:

(i) When approaching the platform or (where there is no platform) the facing points of an attended station;

(ii) When approaching the facing points of an unattended station at which another train is to be crossed or passed;

(iii) When moving on running lines within station yard limits during the course of shunting operations;

(iv) When passing over level road crossings situated within station yard limits, whether or not flashing light signals and/or gongs are provided at such crossings.

(c) In addition to the headlight switched to 'dim' beam in circumstances contained in paragraphs (iii) and (iv) of sub-clause (b) of this rule, shunting engines employed exclusively in station yards and sidings must, at night only, exhibit a red light at both front and rear.

(d) At night and in the daytime when a clear and distant view cannot be obtained, each engine and motor inspection car must exhibit marker lights in accordance with General Rules 154 and 157.

Tail disc and tail lights

152. (a) Every train travelling on the running line must have attached to the last vehicle, facing to the rear, a white disc by day, and three red lights at night and in the daytime when the weather does not allow a clear view. This is to indicate to all concerned that the train is complete, and that no portion has become detached.

When a train is assisted through a section by an engine in the rear, the latter engine must carry a white tail disc or a red tail light.

(b) A light engine on the running line must carry a white tail disc by day, and a red tail light at night and in the daytime when the weather does not allow a clear view. When two or more engines run coupled without vehicles attached, the rear engine only must carry the tail disc or red light.

(c) When it is necessary under any rule or regulation for the signalman or the guard to signal, report or record the arrival or passage of a train, he must not do so until he has satisfied himself that the rearmost vehicle, carrying the white disc or red lights, is attached to the train.

Should the rear of a train not have passed him, and should he not personally be aware that the last vehicle has arrived, the employee signalling, reporting or recording the arrival or passage of the train must obtain an intimation of this by a hand signal from the guard of the train or shunter.

(EXCEPTION: In the case of a passenger train or mixed train with the working brakevan not at the rear, the intimation is to be obtained from the conductor in charge of the rear carriage, when on duty.)

The guard, shunter or conductor responsible is to give this intimation to the signalman by a green flag by day and green light at night held steadily above the head. (See Rule 66 (c.xiii)).

Side lights

153. At night and in the daytime when the weather does not allow a clear view, the rear vehicle of each train (other than an engine or railcar without vehicles attached) must, unless there are special instructions to the contrary, carry on each side a side light showing a white light towards the engine.

Engine marker lights

154. (a) At night and in the daytime when the weather does not allow a clear view each engine when travelling on a running line must exhibit a red light on the front right-hand side in the direction of travel. When travelling on a running line with the cab trailing a white light must also be exhibited on the front left-hand side in the direction of travel.

(b) Engine marker lights must be exhibited in addition to the engine headlights. (See Rule 151).

(c) When a train is waiting to cross another train, the engine marker lights must be exhibited in accordance with Rule 157.

Tail and side signals to be carried only on rear of trains

155. A tail disc, tail light or side lights must not be carried by an engine hauling a train, nor must they be carried in any position other than on the rear vehicle of a train.

(EXCEPTION: When sidelights cannot be exhibited on a vehicle trailing behind a train brakevan, they may be exhibited on the brakevan, but at least one red light must be carried on the rear of the last vehicle.)

Responsibility for head, tail and side lights

156. The driver must see that the required lights and tail disc are provided on the engine, and that when necessary the lights are showing clearly. The guard will be responsible for the tail disc and for the red lights and white side lights on the brakevan or rear vehicle of the train.

Train crossing another

157. (a) At night and in the daytime when the weather does not allow a clear view, when a train is waiting to cross another approaching from the opposite direction, and is clear of the line the opposing train is to take, the driver must extinguish the engine headlight, and arrange the lights on the leading end of the engine

so that a white light is exhibited on the side nearest the clear running line and a red light is exhibited on the side farthest from the clear running line.

Not more than one white and one red light is to be visible to the driver of the approaching train.

(EXCEPTION: A motor inspection car having two parking lights linked on one circuit may exhibit both.)

(b) Should the engine be detached, the employee detaching it must see that the white and red lights are exhibited on the leading vehicle left standing.

Train waiting to be passed by another

158. At night and in the daytime when the weather does not allow a clear view, when a train is waiting to be passed by another, and is clear of the line the following train is to take, the guard must reverse the side light nearest the clear running line to exhibit a white light towards the driver of the overtaking train and must extinguish or obscure or remove the red tail light nearest to the clear running line. Not more than one white and one red light is to be visible to the driver of the overtaking train.

(EXCEPTIONS: In the case of a passenger train or a mixed train with the brakevan not at the rear, the alteration of lights at the rear is to be made by the conductor in charge of the rear carriage, when on duty.

In the case of a motor inspection car having only one red rear light, its driver must exhibit a white light with a hand signal lamp adjacent to the clear running line.)

Defect in electric head, tail or side lights

159. When any electrically operated lights are defective preventing their being exhibited in accordance with Rules 151, 155, 157 and 158 or should electrically operated lights not be provided in any of the required positions, then oil burning lamps must be exhibited instead.

SECTION M

WORKING OF TRAINS

Order of precedence of trains

160. Whilst passenger trains will generally take precedence over all other trains, the actual precedence on each particular occasion will be as determined by the train controller.

Running of special or extra trains

161. (a) Printed or written notice of special trains must be given whenever practicable.

(b) When a special train has to be run at short notice and printed or written advice cannot be issued, the train controller must immediately inform all attended stations affected; and, as far as possible, arrange for all employees concerned at unattended places to be informed at the first opportunity. If any of the fettling gangs or others working on the line have not been advised of the running of the special train, its driver and guard must be so informed and must keep a particularly sharp look out. (See Rule 191).

(c) All outdoor staff must always be prepared for the possibility of extra trains running. In arranging and carrying out work or any movements on or near the line, they must take such precautions as will ensure they are not caught unaware by the running of a special train without notice. (See Rule 248).

(d) The driver of a special train must be especially vigilant, even if a special train notice has been issued, and must sound the engine siren when approaching places where men are at work, when passing through cuttings, or other obscured portions of the line.

Only certified employees to drive engine

162. (a) Only employees certified to drive an engine must be allowed to do so anywhere outside an engine shed boundary.

(b) The driver must not permit any unauthorised person to operate the engine.

Engines moving on traffic roads

163. Except where specially permitted otherwise, an engine must not be allowed to pass on to a traffic road, or to be in motion on any running line, unless it is signalled to do so by a competent employee of the Transportation Branch, and both the driver and observer are on it. (See Rules 129 and 130).

Engines operated in multiple

164. When two or more engines are being operated in multiple (that is, where one driver has complete and direct control of more than one engine), the multiple unit is to be treated for all purposes of train operation and signalling as one engine. (See definition of 'engine' in Rule 1).

Duties of driver

165. A driver must:

- (a) Be with the engine he is required to operate at the specified time;
 - (b) Satisfy himself that the engine is in proper working order, and that it has sufficient fuel and lubricating oil;
 - (c) Have with him a watch showing the correct time. (See Rule 35 (d));
 - (d) Have a full equipment on the engine and in his driver's kit, in accordance with the instructions in the General Appendix and any other instructions;
 - (e) When not acquainted with any portion of the line over which he has to run, obtain the service of a qualified employee as a pilot driver, except on lines under construction where the Locomotive Superintendent does not consider a pilot necessary;
 - (f) Allot duties to the observer and ensure that all of his duties are carried out in an expeditious and efficient manner;
 - (g) Before moving an engine under any circumstances, give a short blast on the engine siren, and as far as possible satisfy himself that no person is on or near the engine, or in a position of danger;
 - (h) Not sound the engine siren unnecessarily, especially when the engine is attached to or near a passenger train;
 - (i) Keep a good look out at all times while the engine is in motion;
 - (j) Not enter upon, set back from or cross any running line without the permission of the guard or shunter, nor until the proper fixed signals (if any) are exhibited;
 - (k) When a signal is lowered or turned off, or a point indicator is moved, satisfy himself, before moving the engine, that the signal or indicator refers to the line the engine is on and to the line on which it is to proceed;
 - (l) Not move towards a signal that controls the exit from more than one siding, when there is more than one engine or train in the sidings at the time, until he has been instructed to do so by the shunter or signalman; or (where there is no such employee) not until a clear understanding has been reached between the drivers concerned;
 - (m) Promptly and readily give every assistance with the engine that may be required for the preparation and despatch of a train;
 - (n) Satisfy himself that the engine, when attached to a train or to another engine, is securely and correctly coupled. (See Rule 174);
 - (o) Not move the train towards the entrance into the section ahead before the starting signal (if any) is lowered, or unless specially instructed to do so by the guard, shunter or the signalman;
 - (p) Carefully note and comply with the instructions given and signals exhibited by the guard or shunter as to the starting, stopping, shunting and general working of the train or shunt movement.
- (EXCEPTION: While a ballast or work train is actually discharging or loading ballast or other permanent way materials while on the move, the driver must note and comply with the instructions given and signals exhibited by the ganger in charge of the operation.) (See Rule 209);
- (q) Start and stop the train carefully and without jerking, paying attention to the state of the weather and the condition of the rails, as well as to the length and weight of the train;
 - (r) Regulate the running of the train as accurately as possible, to avoid excessive speed or loss of time;
 - (s) When working a train for which there is no timetable, run as nearly as possible to the times shown in the working timetable for trains of a similar kind;
 - (t) Comply with the speed restrictions laid down in the instructions in the General Appendix, working timetable, Weekly Notice or other notification;
 - (u) Be alert and prepared to stop or reduce speed, as necessary, in accordance with any restrictions that may have to be imposed without prior warning, or in accordance with the condition of

the track as observed by the enginemmen themselves; especially during and after rain or sand storms, or extreme heat, and at locations where the track is likely to be particularly liable to damage under such conditions;

(v) Not resume normal speed until the whole of the train has passed clear of any stretch of track that is under restriction or thought to be defective;

(w) When he cannot see clearly for a normal distance, travel cautiously, keeping a sharp look out for fixed and hand signals, and for point indicators of the switch-stand type, and arrange for the observer to do the same;

(x) When the weather does not allow a clear view and the fixed signals or indicators cannot be seen at close approach, assume that each signal or indicator is at 'stop', and act accordingly unless and until he receives an 'all right' hand signal;

(y) When approaching a station or siding, signals or a level crossing, have the observer disengaged, as far as possible, so that both may keep a sharp look out, particularly when the weather is not clear;

(z) When approaching a station, junction or signal-box, make early use of the engine siren to challenge the signals if they are at 'stop';

(aa) Carefully approach each place at which the train is required to stop, and not over-run or stop short of the proper stopping place;

(bb) Be careful and observant when passing stations and sidings where the train is not required to stop;

(cc) Sound the engine siren while approaching or passing a station or siding, if another train is approaching, or if shunting is being performed on an adjacent line;

(dd) Sound the engine siren to caution employees at work on or near the line on which the train is running; and when entering, and occasionally while passing through, curves situated in cuttings;

(ee) If possible, not operate the engine and equipment when passing over points, derailleurs or point rodding;

(ff) Ensure the steady passage of the whole train through all points and crossings;

(gg) When bringing the engine or train to a stand on a running line, in obedience to signals or for any other reason, take care that if possible the train does not stand foul of the points or crossing of any other running line, or of catch points. (See Rule 198);

(hh) When working a ballast or work train with employees riding or working in the wagons, sound the engine siren before starting, increasing or reducing speed;

(ii) If required by an authorised officer to do anything which he considers unreasonable or in excess of the driver's duties, carry out those instructions, unless the safety of the railway, the train, persons or railway property would be endangered by doing so, and afterwards report the facts to the Chief Mechanical Engineer.

General duties of driver and observer

166. A driver and an observer must:

- (a) When on duty, not leave the engine they are required to operate unless it is absolutely necessary and never (except where specially permitted in other rules, regulations or instructions) without one qualified man in charge of the engine, unless the engine is in a siding out of gear and with the hand brake on, or unless the engine is shut down and its controls are removed;
- (b) Before starting each shift, and also at intermediate depots where they have the opportunity of doing so, ascertain from the notices and instructions whether there is anything requiring their attention on those parts of the line over which they have to travel;
- (c) Before proceeding into a section, peruse and thoroughly understand the train order and other instructions which have application to the working and safety of the train, and ensure that these are strictly observed;
- (d) Watch for and immediately obey all fixed, flag, hand or other signals, regardless of whether they know the reason for their being exhibited. (See Rule 165 (w) to (z));
- (e) Not, however, trust entirely to signals, but must be vigilant and cautious at all times;
- (f) Promptly obey the instructions of the signalman, shunter or guard;

(g) Before going off duty, ascertain if practicable when they are again required for duty.

Duties of driver before booking off duty

167. Before booking off duty, a driver must:

(a) Report any unusual circumstances which it is necessary to bring under notice. (See Rule 214 (b));

(b) Examine the engine he has been operating and record in the prescribed manner any repairs that are necessary or, in the event of his not stabling the engine, bring any defects to the notice of the driver who relieves him.

Duties of observer

168. An observer must:

(a) Be under the direction of the driver, and promptly obey his instructions;

(b) When not otherwise unavoidably engaged, observe all signals and point indicators and keep a good look out.

Engineman incapacitated

169. (a) In the event of a driver or observer becoming incapacitated while on duty and working between stations, the other engineman must take the train to the nearest station or siding in advance, and there consult with the Locomotive Superintendent or other officer of the Mechanical Engineering Branch, or in his absence with the stationmaster or train controller, as to the condition of the incapacitated man and the working of the train for the remainder of its journey.

(b) Should a driver or an observer become incapacitated before leaving an attended station, the train must not be allowed to depart without the authority of the stationmaster, whose attention must be directed to the condition of the employee concerned. The stationmaster must then confer with the Locomotive Superintendent or other officer of the Mechanical Engineering Branch, as required in sub-clause (a) of this rule.

(c) Should the driver of a railcar not having an observer become incapacitated during the journey, the guard must communicate by portable or other telephone with the train controller.

'Dead man's' or vigilance control device

170. In the operation of an engine on which a 'dead man's' or vigilance control device is fitted an employee must not handle the device except in the approved manner, nor in any way that impairs its unrestricted operation.

When through any defect occurring in the 'dead man's' or vigilance control device it is necessary for the driver to isolate this device, the full circumstances must be verbally reported to the Engineer (Diesel Traction) or Locomotive Superintendent at the first opportunity to do so without incurring a train delay. Detailed written report is to be submitted by the driver before ceasing duty.

Two or more engines operated independently, working together

171. (a) When two or more light engines, operated independently and by separate enginemen, have to pass in the same direction and at the same time through one or more block sections, they must be coupled together, with the air brake connected, unless there is any prohibition against engines of the particular classes involved running coupled together.

(b) When two or more engines, operated independently and by separate enginemen, are running attached to one another or are working a train:

(i) The driver of the leading engine will signal when necessary by the use of the engine siren code in Rule 183. The signals must be repeated by the drivers of each of the other engines and be obeyed promptly;

(ii) The driver and observer of the leading engine are primarily responsible for the observance of fixed and hand signals, and its driver for the working of the air brake.

The driver and observer of each of the other engines must watch and listen for signals from the driver of the leading engine and they must also look out for all other signals regulating the safe working of the line. In cases of emergency, the driver of an attached engine must apply the air brake;

(iii) Each of the drivers must exercise special care in starting and stopping, to prevent rough handling of the train;

(iv) The engines must be uncoupled only at such places as are permitted by the regulations for the safeworking system under which the train is operating. (See the instructions in the General Appendix).

Train engine assisted by another from the rear

172. (a) A train with a working engine at the front must not be assisted by another engine pushing from the rear except where the circumstances make this unavoidable, or except with the special authority of the Chief Traffic Manager.

(b) When a train is assisted by an engine pushing from the rear, and the driver of the engine in front has received the guard's hand signal to start, and has satisfied himself that any necessary fixed signals are at 'proceed', he must call the attention of the driver at the rear of the train by giving one short blast of the engine siren ('move ahead').

Neither the front engine nor the rear engine must move forward until the engine siren has been sounded and acknowledged by being repeated by the driver of the rear engine.

(c) The working of the two engines is to be carried out strictly in accordance with Rule 171 (b).

(d) When a train is assisted by an engine pushing from the rear, the tail disc or tail light (See Rules 152, 155 and 159) must be carried on the rear of the last engine. The guard must remove or obscure the tail disc or red lights which would ordinarily be exhibited on the last vehicle of the train, and must restore them at the place where the assisting engine leaves the train.

However, if through defect or mishap, the assisting engine has to be left behind in a block section, action must be taken as prescribed in the appropriate block-working regulations in the General Appendix for a train divided in the section; and the guard must not restore the tail disc or red lights on the last vehicle of the train until it has arrived at the next station, and the facts have been reported to the signalman or, in the case of an unattended station, to the train controller.

Trains with engine pushing only from the rear

173. (a) An engine must not be used to push a train on any running line, without there being an engine at the front of the train, except as shown below:

(i) When within the station yard limits of a station or siding, or shunting within the distant signal or location board of a station or siding.

(ii) When removing a disabled train from a section.

(iii) When a section is blocked by an obstruction and trains are being worked to and from it, on one or both sides.

(iv) When necessary to clear a section in the quickest way, a ballast train may be pushed to the nearest place where the engine can run round the train.

(EXCEPTION: A ballast train may not be pushed up or down a steep grade without the special approval of the Chief Traffic Manager.)

(v) In any other special circumstances, when authorised by the Chief Traffic Manager.

(b) The stationmaster at the station from which arrangements are made to propel a train, and also the guard or shunter and driver, must satisfy themselves that efficient precautions are taken to prevent vehicles breaking away from the movement which is being propelled.

(c) Whenever a train is pushed on the running line:

(i) The air brake must be continuous throughout the train and the leading vehicle must be fitted with air brake apparatus, including a train pipe cock, in full operation.

(ii) A guard, shunter or other competent employee must ride in a suitable position on the leading vehicle, giving the driver such hand signals as are necessary. If the train is so long that this employee or his hand signal cannot be kept in sight by the driver, then an additional man or men must ride in a suitable position to relay signals from the employee on the leading vehicle to the driver. The employee who has charge of the movement must not permit other employees to ride at the ends of vehicles.

(iii) The driver must keep a sharp and continuous look out ahead, and be prepared to act immediately upon any signal exhibited by the employee on the leading vehicle. If the enginemen lose sight of the hand signals, the engine siren must be sounded, and the movement must be brought promptly and smoothly to a stop until a further instruction or signal is received.

(iv) The driver must keep a watch for fixed signals, and must be careful not to push the leading vehicle past any fixed signal which applies to the movement and is at 'stop', or beyond the end of the section for which he holds the authority.

(v) The employee on the leading vehicle must as far as possible be prepared to apply the air brake in case of need.

(vi) At night and in the daytime when the weather does not allow a clear view, a lamp exhibiting a white light forward must be carried on the leading vehicle. This lamp will be additional to the hand lamp of the guard or shunter.

(vii) A tail disc by day, and a red tail light at night and in the daytime when the weather does not allow a clear view, must be exhibited on the rear of the pushing engine, and nowhere else on the train.

(viii) The speed must not exceed 20 m.p.h.

(ix) If it is necessary to pass over or foul a level crossing not provided with flashing light signals or other warning device, the employee on the leading vehicle must stop the train short of the crossing, walk forward and, after stopping all road traffic, hand signal the train over the crossing.

Attaching and detaching engines

174. (a) Except where there are special instructions to the contrary, engines are to be coupled to and uncoupled from trains:

By the observer, at a place where an engine starts or finishes its journey, or is temporarily cut off for engine purposes; and provided that no vehicle is attached or detached at the same time.

By an employee of the Transportation Branch, in all other circumstances.

(b) Every employee who requires to uncouple an engine from a train, or to detach the engine and some portion of a train for shunting purposes, must first have the consent of the guard, or of a responsible employee of the Transportation Branch if at an attended station. The latter employee, before giving permission, must ensure that the train, or the remaining portion of it, is firmly secured in accordance with Rule 204.

Guard's general duties

175. A guard must:

(a) Be in attendance at the station or siding from which the train he is required to work is to start, at the specified time before the departure of the train;

(b) Have with him a watch showing the correct time (See Rule 35(d)), a whistle, all necessary keys and safeworking forms, a red and a green flag, at least twelve detonators, a hand signal lamp and such other equipment as is specified in the instructions in the General Appendix;

(c) Before starting the journey, and also at intermediate depots where he has the opportunity of doing so, examine the notices and instructions for anything requiring his attention on those parts of the line over which he has to travel;

(d) When on duty and waiting at a station or siding, assist as required with the handling of trains;

(e) Obey the instructions of the stationmaster when the train is within the station yard limits at an attended station;

(f) Carefully examine any vehicle that is to be attached to the train, and not attach any which he considers is unsafe to travel because of the condition of either the vehicle or its loading;

(g) See that the prescribed brake power is provided on the train;

(h) Ensure that the air brake and other couplings are properly adjusted after shunting has been performed, and before again starting the train;

(i) When in charge of a goods or mixed train, satisfy himself before starting and during the journey that all vehicles in the train are properly loaded, sheeted, labelled, marshalled and coupled;

(j) Report any instance where a vehicle is not sealed in accordance with the instructions in the General Appendix and have it properly sealed at the first opportunity;

(k) When vans of livestock are attached to the train, see that the fastenings of the doors are all secure; and that shunting of such vans is avoided as far as practicable, and that any shunting required is done as gently as possible;

(l) See that all doors of vehicles are properly closed and fastened before starting the train, and also as opportunity offers during the journey;

(m) See that the tail disc or tail lights, and the side lights are exhibited in their proper places on the train, in accordance with Rules 152, 153, 156 and 158;

(n) When there is an assistant guard on the train, see that the assistant guard obeys his instructions, and that the driver is informed of an assistant guard being with the train;

(o) On passenger trains and on mixed trains not having the working brakevan at the rear, share certain of his responsibilities with the conductor in charge of the rear carriage during the hours such employee is on duty, in accordance with the instructions in the General Appendix;

(p) If any vehicle becomes unsafe through the shifting or derangement of its load, at once have the load adjusted or the vehicle detached from the train;

(q) Report to the train controller the number, class, destination and particulars of loading of any defective vehicle which is detached at an unattended place;

(r) See that vehicles are detached at the correct location shown on the wagon label and that they are placed at the most suitable point for loading or offloading, and that vehicles already in the sidings are put back in a convenient position after the shunting has been completed;

(s) Promptly report every irregularity to the appropriate person, using the method which is quickest and most suitable for dealing with the irregularity. (See Rule 214 (a));

(t) Report defects in the fittings or equipment of the rolling-stock attached to the train, in accordance with the instructions in the General Appendix;

(u) Unless otherwise instructed when he is on duty and riding in a train other than the one he is appointed to work, or is travelling by a train which he is to work over a section other than that over which he travels, give any assistance necessary in the working of the train, and obey instructions received from the guard in charge of it;

(v) When leaving duty after using a brakevan with a stove, refrigerator or heater in it, take care that they are extinguished.

(EXCEPTION: If the brakevan is to be used again, within a short time, and has a solid fuel stove, a small fire may be allowed to remain, provided adequate precautions are taken to avoid damage arising from it.);

(w) Before going off duty peruse the current roster or otherwise ascertain when practicable when he is again required for duty;

(x) At unattended stations:

(i) Place all parcels and takeout goods, except those of a heavy or awkward nature, in the goods shed or similar shelter where such facilities are provided;

(ii) Place all parcels and takeout goods of a heavy or awkward nature on the platform or ramp where such facilities are provided.

Conveyance of unusually large or heavy consignments

176. (a) All concerned must exercise special care in loading and securing traffic such as buildings, machinery or other items which are unusually heavy or large. If there is any doubt of such a load being within the authorised weight, height, length or width for transit, full particulars must be given to the Chief Traffic Manager to permit of special instructions, or an 'out of gauge' certificate in respect of unusually large consignments, being issued. (See the instructions in the General Appendix).

(b) At attended stations the employee who has charge of loading operations will be responsible for ensuring that sub-clause (a) of this rule is observed. At unattended stations the guard will be responsible for observance of sub-clause (a) of this rule and he must be particularly careful before attaching such loads.

Conveyance of long or awkward articles

177. (a) Long or awkward pieces of metal and timber, rails, pipes, telegraph poles, sleepers, boilers, machinery and other such traffic must be correctly and evenly loaded, and be thoroughly secured against movement while in transit by means of ropes, chains, or other approved equipment, as prescribed in the instructions in the General Appendix and any other special instructions.

(b) Employees responsible for the loading or shunting of such traffic must ensure it is properly loaded and secured.

(c) The guard must similarly verify the condition of any such loads before starting the train, as well as of any that are to be attached en route. If the loading or securing of any such traffic becomes unsafe during the journey it must be promptly rectified, or the vehicle must be detached at the first suitable station for attention.

Conveyance of travelling cranes or other similar machines

178. (a) When a travelling crane, mobile crane, mechanical post-hole borer, excavator, bulldozer, front end loader or other

machine comprising a basic unit and an auxiliary part such as a jib, blade or bucket is to be conveyed, the auxiliary unit must be fully lowered and secured in such a way that it cannot swing or rise to a position outside the authorised loading gauge; and the portion of the mechanism which drives the auxiliary parts of the machine must be rendered inoperative by an approved method. The balance-box, if any, must also be properly secured. In the case of a railway crane or machine, the necessary assurance that it is fit to travel must be obtained from a responsible employee of the Branch concerned.

(b) If possible, such a machine must be so loaded or marshalled that the jib or other auxiliary unit points towards the rear of the train.

(c) The driver must ensure that a train conveying any such load does not exceed any maximum speed that is laid down in standing instructions for the class of unit concerned, or in any 'out of gauge' certificate issued in respect of the particular consignment.

(d) The responsibility for carrying out sub-clauses (a) and (b) of this rule will rest upon the employees specified in Rules 176 and 177.

Coupling of vehicles

179. (a) All vehicles on all trains must be properly coupled in accordance with the instructions in the General Appendix.

(b) Air brake hoses must also be properly coupled, and any not in use must be attached to the dummy couplings, in accordance with the instructions in the General Appendix.

(c) Where side chains are provided and it is possible to couple adjoining vehicles with them, this must also be done. Any side chains provided on a vehicle, but not in use, must be properly hooked back.

(d) At intermediate stations, employees of the Transportation and Mechanical Engineering Branches connected with the running of trains must as far as possible watch for the foregoing features in trains arriving there, and must see that prompt attention is given to any defect in the couplings.

Trains without brakevans

180. (a) A train must not be run without a brakevan at the rear, except as permitted in accordance with the instructions in the General Appendix or as otherwise specially authorised by the Chief Traffic Manager.

(b) When a train is authorised to run without a brakevan at the rear:

(i) A brakevan or other suitable vehicle, for occupation by the guard or shunter in charge of the train, must be attached in a position for his convenient use, with due regard to safety in working the train. This vehicle must be of a kind from which the air brake can be applied in case of need, and its hand brake must be in good order.

(ii) The air brake must be continuous throughout the train, and this must be tested in accordance with the instructions in the General Appendix.

(iii) The hand brake on the last vehicle must be in good order.

(EXCEPTION: Regarding vehicles with defective hand brake, see the instruction in the General Appendix.)

(c) Tail signals must always be exhibited on the rear of the last vehicle. (See Rule 155.)

Fire prevention on trains

181. Fire extinguishers and other fire fighting equipment must be carried in engines and certain vehicles as prescribed in the instructions in the General Appendix.

Loads of trains

182. (a) The guard of every train must see that the driver is informed of its length and gross tonnage before the journey is started and after each change of load. The driver must see that he gets this information.

(b) If at any stage the driver has serious doubts as to the correctness of the load given him by the guard, he must arrange for the train to be checked by the guard, jointly with the driver or observer.

Engine siren codes

183. (a) Wherever a driver is required in accordance with any rule or regulation to sound the engine siren, a long blast is to be given, unless otherwise specified.

(b) The engine siren code must be given clearly and distinctly. The intensity, length and repetition must be varied according to the circumstances and the distance at which it is required to be heard.

(c) The following engine siren code must be used in the circumstances shown. ('o' indicates a short blast, and '-' a long blast):

	Code
Before moving an engine or train forward in any circumstances.	o
Before moving an engine or train backward in any circumstances	o o
Stop, or I am stopping.	o o o
Calling attention to some emergency circumstance, while within station yard limits.	A long and rapid succession of short blasts.
Challenging a fixed signal applying to a running line, when at 'stop'.	-
Acknowledging the lowering or turning off of a fixed signal or the exhibition of an 'all right' hand signal.	o
Driver ready to start, on completion of attention to engine or rollingstock.	o
Acknowledging guard's hand signal to start or go ahead.	o
Acknowledging guard's hand signal that he is in the brakevan and the train is following complete.	o
Approaching a whistle (siren) board in the direction which it applies.	-

Other uses of the siren code are described in the rules setting out the circumstances in which it is to be used, and in the instructions in the General Appendix.

Starting or running ahead of time

184. (a) The working timetable specifies certain places from which, unless specially authorised by the Chief Traffic Manager, no train tabled to convey passengers may depart before the advertised time.

(b) In all other cases, trains may start and run ahead of time as circumstances permit, subject always to the instructions in the General Appendix and the direction of the train controller. When a train is running ahead of time, every effort must be made to advise any fettling gangs or other employees who might be affected.

Should a train be gaining so much time that it might conflict with a nominated movement of a track vehicle, the train must be held back by the train controller at a suitable place and to a safe time.

Signals for starting and stopping trains

185. (a) The signal for starting a train (See Rule 66(c.xi)) must be given by the guard exhibiting a green flag held steadily above the head by day, or a green light held steadily above the head at night. Both hand signals must be exhibited clearly towards the enginemen. This signal is to be exhibited until acknowledged by the driver on the engine siren. If necessary, the guard must blow his whistle to attract the attention of the enginemen.

In the event of the signal for starting a train not being acknowledged by the driver due to the length of the train, or curvature of the line, or when weather conditions do not allow a clear view between the guard and the enginemen, the radio telephone may be used to start the train.

Radio telephone facilities may also be used for the purpose of positioning a train at any point within station yard limits to facilitate handling of roadside traffic, camp watering, and other station work.

Before any message is given by radio telephone under any circumstances, the designation of the employee calling, the number of the train, and the number of the engine called must be identified. Calls from the engine must be made by the same method in reverse.

(b) At an attended station, the guard, before signalling the driver to start, must obtain an intimation from the stationmaster that all is right for the train to proceed. This intimation must be exhibited to the guard by an 'all right' hand signal (See Rule 66 (c.iii)) by day, and at night by a white light held steadily above the head.

(c) On passenger trains and on mixed trains not having the working brakevan at the rear, when the conductor in charge of the rear carriage is on duty, the guard before signalling the driver to start must exchange signals with that conductor.

The conductor's intimation that all is right so far as he is concerned must be given by exhibiting a white flag held steadily above the head by day, or by a white light held steadily above the head

at night. (See Rule 66 (c.xiv)). This signal is also to be exhibited until the guard's signal to start is acknowledged by the driver.

When the station is attended, this exchange of signals with the conductor must not be made until the guard has received the intimation from the stationmaster. (See sub-clause (b) of this rule).

(d) As soon as practicable after the train has started, the guard must signal to the driver that he is with the train and that the train is following complete, by a green flag by day, or a green light at night, (See Rule 66 (c.xii)) exhibited from the doorway of the vehicle in which the guard is riding. This signal is to be exhibited until acknowledged by the driver by a short blast on the engine siren.

On passenger trains and on mixed trains not having the brakevan at the rear, when the conductor in charge of the rear carriage is on duty, the guard, before signalling to the driver that the train is following complete, must again exchange signals with that conductor. The conductor concerned, if he is in his carriage and the train is following complete, must indicate accordingly to the guard by repeating the signal prescribed in sub-clause (c) of this rule. This signal is also to be exhibited until the guard's 'train complete' signal is acknowledged by the driver.

In the event of the 'train complete' signal not being acknowledged by the driver, radio telephone contact may be made by the guard in accordance with sub-clause (a) of this rule.

(e) At the beginning of a journey or when re-starting a train after being stopped for any reason whatever, the Driver must receive the prescribed signal to start, and afterwards the 'train complete' signal, and each of them must be acknowledged by a short blast on the engine siren.

Should either of these signals be received by the observer, he must immediately communicate it to the driver.

(f) Should the driver not receive the guard's 'train complete' signal, either by hand signal or radio telephone, within a reasonable time after starting, he must sound the engine siren and stop the train promptly and smoothly. The driver must if necessary ascertain the reason for the 'train complete' signal not being exhibited, and the train must not proceed until the driver has received a fresh signal to start. (See sub-clause (a) of this rule).

In watching for the 'train complete' signal, the driver must pay due regard to the length of the train, the curvature of the line, and the state of the weather and light.

(g) On a railcar, the intimation to the driver to start must be given by the guard, either verbally in the driver's cab or by a single stroke given on the electric bell or buzzer from the guard's vestibule. When the guard is not riding with the driver, the 'train complete' signal must be given by a further single stroke of the bell or buzzer.

In the event of a failure of the bell or buzzer, the guard's signals must when necessary be exhibited with a flag or lamp in accordance with sub-clauses (a) and (d) of this rule.

Each signal received by the driver by bell, buzzer, flag or lamp must be acknowledged by a short blast on the engine siren.

Starting trains

186. (a) When a train is about to leave a station or siding, the guard's signal to start is an indication only that all is in order so far as he is concerned. Before actually starting, the driver must satisfy himself that the line ahead is clear, and that all applicable signals are at 'proceed', and ensure he is in possession of the train order or electric train staff or other authority to enter the section.

While starting and accelerating, the driver and observer must look back frequently, to see that the whole of the train is following in a safe and proper way, and to receive any signal that may be exhibited by the guard or station staff.

(b) When a train is leaving a station or siding, the guard must keep a sharp look out, both ahead and behind, until the train is clear of the station yard limits.

Guard's position in and look out from a train

187. (a) Unless there are special instructions to the contrary, the guard must always ride in the rearmost brakevan, and the assistant guard in the position laid down in the instructions for the particular train concerned.

(b) The guard must not leave the brakevan while the train is in motion unless his duties require him to do so.

(c) It is the duty of the guard to keep the most careful look out that is possible throughout the journey, so that he may observe any irregularity in the running of the train, or any other circumstances that may call for prompt action.

When the guard is temporarily occupied with other unavoidable duties, he must take frequent opportunities of looking out briefly at the running of the train.

As far as possible, he must arrange to keep continuous watch while the train is approaching and passing signals, junctions, stations and level crossings.

(d) Should the guard notice any possible cause of danger, he must immediately stop the train or take whatever other action is necessary to deal with the situation.

Use of hand brakes in running

188. (a) On any train where the air brake is not operative throughout the train, or its power is insufficient to control the train properly, the guard must when necessary assist the driver by applying the hand brake on the brakevan, but taking care to avoid skidding the wheels. Such assistance is particularly necessary when travelling down steep inclines, and when approaching stopping places, and the guard must be ready to use the hand brake as soon as he becomes aware that the driver is applying the engine brake.

(b) However, when the driver has special need of assistance from the guard's hand brake, he must give a succession of three short sharp blasts on the engine siren, and repeat them at brief intervals until speed has been sufficiently reduced. Upon hearing this signal, the guard must immediately apply the hand brake, and must continue to use it as necessary until satisfied that the driver's requirements have been met.

(c) On a train with the air brake not fully operative or insufficient to properly control the train, and at places where there are special instructions to do so, the hand brake must be applied on a sufficient number of the vehicles in the train before starting to descend a steep incline.

Guard to apply brake in emergency

189. (a) Should a train be travelling too fast when approaching a place at which it should stop or slow down, or in case of emergency, the guard must if possible bring this to the notice of the driver, and if necessary must himself apply the brake to stop or slow the train as required.

(b) When for any reason the air brake cannot be applied from the vehicle in which the guard is riding and he cannot communicate by other means with the driver, he must make the most effective use of the hand brake, but taking care to avoid skidding the wheels. If the guard applies the hand brake sharply and releases it suddenly, several times in quick succession, the check which this causes may attract the attention of the driver, to whom a 'stop' signal must then be exhibited.

Enginemen to look back

190. At frequent intervals during the journey, and especially when passing signal-boxes, stations, sidings and junctions, the driver and observer must look back to see that the whole of the train is following in a safe and proper way, and to receive any signal that may be exhibited by the guard or station staff.

Look out for track vehicles

191. Drivers, observers and guards when they are in a position to do so, must keep a sharp look out for track maintenance machines, motor section cars, quadricycles, hand section cars and trolleys at all times; but particularly so at hours when any of them are most likely to be travelling to and from places of work, or when it is known or believed that an employee who has charge of any such vehicle has not had the proper warning of the train movement. (See the instructions in the General Appendix.)

Look out for animals on line

192. Drivers and observers must keep a look out for animals on or in the immediate vicinity of the line, and, when necessary, take action in accordance with the instructions in the General Appendix.

Look out for fire along line

193. (a) Drivers, observers and guards must keep a look out for fire by the side of the line or on adjacent land.

(b) When a felling gang is nearby, the ganger must be informed of the fire by the sounding of the engine siren code 'o-o'. However, if the fire appears likely to become serious, the train must be stopped to convey the information.

(c) When a felling gang is not nearby, the facts must be reported to the nearest stationmaster from the next station, siding or camp; or if necessary to the train controller from that point, or by portable telephone in case of emergency.

Faulty indication by signals or point indicators

194. (a) A distant signal is to be treated as being at 'caution' and any other fixed signal is to be treated as being at 'stop' in any of the following circumstances:

- An aspect not displayed where one is ordinarily shown;
- an aspect imperfectly displayed (including an arm not fully lowered);
- the display of a white light, or of lights of mixed colours, where a red, amber or green light should be seen;
- or the display of two 'proceed' signals, where there should not be more than one.

(EXCEPTION: At night, if a fixed signal is not displaying a light, or is displaying an imperfect or mixed light or a white light where it should be red, amber or green, but the day indication of the signal is plain and unmistakable, then the day indication is to be obeyed.)

(b) Where switch-stand indicators are provided on points, a driver must act as if a 'stop' signal was displayed in the following circumstances:

- An aspect not displayed where one is ordinarily shown;
- an aspect imperfectly displayed;
- or the display of part green and a part red aspect simultaneously.

(c) Every such defect is to be reported immediately to the stationmaster when at a station which is attended at the time, or otherwise to the train controller.

Train detained at home or starting signal

195. (a) When a train is detained at a home or starting signal (including an inner or outer home or an advanced starting signal), the driver must immediately sound the engine siren. Except where there are special instructions to the contrary, the signalman, if he cannot let the train go forward at once, must immediately exhibit a 'stop' hand signal.

(b) When the 'stop' hand signal is not received, or when the train is still excessively detained after the 'stop' signal has been exhibited, the employee specified in sub-clause (c) of this rule must immediately go to the signal-box or station building and remind the signalman that the train is waiting.

(EXCEPTIONS:

(i) When there is a telephone adjacent to the signal, it may be used for communication with the signalman;

(ii) When the weather does not allow of a train being seen clearly from the signal-box or station building the designated employee must, except where there are any special local instructions to the contrary, go to the signal-box, station building or telephone as soon as the train first comes to a stand.)

(c) The duty of going to or telephoning the signalman shall ordinarily be performed by the observer or the guard, whichever is nearer to the place of reporting.

(EXCEPTIONS:

(i) In the case of a *light engine*, the observer shall always perform the duty;

(ii) Where there is an assistant guard riding at the end of the train which is nearest to the signal-box, station building or telephone, he shall perform the duty;

(iii) *On a train not having an observer*, the guard shall always perform the duty. When a shunter is in charge of a train, he is to be regarded as the guard for the purpose of this rule.)

(d) The guard must satisfy himself that the employee whose duty it is to go to or telephone the signalman has in fact done so.

(e) The employee who goes to the signal-box, station building or telephone as a reminder of the position of the train, must satisfy himself that the signalman is aware of the obstruction and has taken any necessary and practical action to protect it.

(f) Where there are lever collars or other appliances designed to remind the signalman that certain signals must not be lowered, he must make prompt use of those that are required to protect the train.

(g) The employee who has gone to or telephoned the signalman may return to his position in the train as soon as he is satisfied that the signalman is clearly aware of the position, and has made use of any appliances in accordance with sub-clause (f) of this rule.

Emergency speed restriction

196. (a) When from any emergency cause, trains have to be restricted to a speed lower than was previously in force for the por-

tion of the line concerned, the ganger must act in accordance with the procedure detailed in Rule 236.

(b) When the driver has not previously been warned of the speed restriction; or when it is necessary to reduce to a speed lower than 15 m.p.h; or when for any reason a stop signal could not be readily seen for at least half a mile, the ganger must treat the affected portion of the line as an obstruction and protect it in accordance with Rule 235.

Conditional stops, and regular stops not required

197. (a) At places where a train is shown in the working timetable to stop if required, the arrangements for stopping will be in accordance with the instructions in the General Appendix.

(b) Goods trains and mixed trains must stop at the regular stopping places specified in the working timetable, unless any fixed signals are at 'all right', or a green hand signal is received from the signalman, together with a verbal intimation that so far as he is concerned the train is not required to stop. If a green hand signal is also received by the driver from the guard, the train may run through without stopping.

Stopping near catch points or derailleurs

198. (a) Except where there are special local instructions to the contrary, a train must not be brought to a stand, unless it is absolutely necessary, where there are catch points or derailleurs in the running line, until the last vehicle has passed clear over them.

(b) When a train has to be brought to a stand on or near such catch points or derailler, the driver must not again move the train until he has satisfied himself, or has received an intimation from the guard, shunter or signalman, that the points or derailler are in the proper position and all is right for the train to be moved.

Train over-running or stopping short of proper stopping point

199. (a) When a train over-runs or stops short of the proper stopping point, the driver must not move the train back or forward until instructed or signalled by the guard to do so. Stationmasters, guards and others must do all in their power to prevent passengers from leaving the carriages until the train has been re-positioned at the proper stopping point. (See Rule 147).

(b) As soon as the guard has satisfied himself that it is safe to do so, he must instruct or signal the driver to move the train back or forward to the required point. The driver must sound the engine siren before moving the train.

General working at unattended stations

200. (a) At unattended stations the working of the points, choke blocks, derailleurs and any signals will be performed by the observer and guard in accordance with the relevant block-working regulations in the General Appendix.

(b) When shunting is to be done, and there is no assistant guard on the train, the observer will if necessary assist the guard by holding any non-reversible point levers. However, the absence of the observer from the engine is not desirable and his assistance on the ground is to be called for only when necessary to avoid excessive delay or inconvenience.

(c) The guard, before departure, must see that any signals, choke blocks and derailleurs, and all points, are set and firmly secured in their normal position, except where the block-working regulations place the responsibility for setting and securing a particular pair of points upon the observer.

(d) Before and after shunting at an unattended place, the precautions set out in Rules 131, 137, 139, 142, 145 and 146 must be observed.

Trains crossing or passing at unattended places

201. When a train is to cross, pass or to be passed by another at a station or siding which is unattended at the time:

(a) The sequence of train movements will be as set out in Rule 61 and/or in the relevant block-working regulations in the General Appendix.

(b) At night and in the daytime when the weather does not allow a clear view, the head lights or side and tail lights must be dealt with in accordance with Rule 157 or 158.

(c) The train which arrives first must, if possible, stand clear of the other running line. Immediately after stopping inside the station yard limits, the guard and driver must respectively check the position of the rear and front of the train, and if necessary it must be drawn forward or set back to clear the other running line.

When the train is too long for the line concerned, and cannot be placed clear of the other running line in accordance with the relevant block-working regulations in the General Appendix, then the observer (in the case of a crossing) or the guard (if the train is to be passed) must protect the obstruction in accordance with the instructions in the General Appendix.

Stabling trains at stations not provided with fixed signals

202. (a) As soon as any train has been stabled at an unattended station not provided with fixed signals, and its engine has been shut down, the guard must so advise the train controller, naming the line or lines on which the train and engine are standing, and quoting the earliest time at which the engine will next be put in motion.

(b) Should any part of the stabled train be on the crossing loop at a station where this is specially permitted, advice thereof must be given in accordance with the appropriate regulations in the General Appendix, to the driver and guard of each train approaching the station while the crossing loop remain obstructed.

(c) The guard responsible for bringing the stabled train back into traffic must not allow any part which is stabled on the crossing loop to foul the main line or, when the whole of the train has been stabled clear of both running lines, allow either of the running lines to be fouled until permission to do so has been obtained from the train controller.

This permission must be sought in good time; and the train controller if possible given prior notice if there will be more than 30 minutes variation in the time previously quoted for the engine to be put into motion.

(d) Other instructions regarding the working to be adopted in those circumstances are in the appropriate regulations in the General Appendix.

Use of running lines at unattended stations or sidings

203. Within the station yard limits of an unattended station or siding:

(a) A vehicle must not be left standing on the main line, except while the train concerned is actually present and shunting at that station or siding.

(b) A vehicle must not be left standing on any loop or siding provided for the crossing or passing of trains, or on either leg of a triangle, except while the train concerned is actually present and shunting at that station or siding.

(EXCEPTIONS:

(i) Where a crossing loop is used also as a goods siding, and is provided with protective devices, vehicles may be left standing thereon. At such stations or sidings the choke blocks or derailleurs must be kept locked over the rail, or the catch points must be kept in the open (derail) position, at all times when movements are not actually in progress on the line concerned, irrespective of whether any vehicles are actually standing on it at the time.

(ii) Special authority may be given by the Chief Traffic Manager for vehicles to be left standing under certain prescribed circumstances on the crossing loop, triangle or goods siding used also as a crossing loop at a particular station.

Whenever a vehicle is left standing on any of these lines in any of these exceptional circumstances, it must be firmly secured by the application of the hand brake, or by the use of sprags or approved wheel chocks, and must be clear of the fouling point of any adjoining line, and not hard up against a choke block or derailer. (See Rule 145.) The facts must be reported to the train controller on each occasion.)

Shunting or detaching engine

204. When a train has been brought to a stand on a running line:

(a) The engine or any portion of the train must not be uncoupled for shunting or other purposes until the guard or shunter has given the appropriate signal or instructions for this to be done.

(b) Before the engine is detached, the guard or shunter must satisfy himself that the hand brake on the brakevan has been applied securely and that the air brake is applied on the portion of the train which is disconnected from the engine.

However, the air brake must not be relied upon completely to hold the detached portion. Hand brakes must be applied on sufficient vehicles to hold it, and sprags or approved wheel chocks must be used if necessary. When the train is standing on a grade, an additional number of vehicles will need to be secured; at the front if on a descending grade, and at the rear if on rising grade. (See Rules 142 and 174.)

Detaching vehicles from a train

205. When any vehicle has been detached from a train, it must be secured and otherwise dealt with in accordance with Rule 145.

Trainmen walking along the train

206. Whenever the running of a train necessitates an inspection by an engineman and a guard or a conference between them, each must walk along the train on the right-hand side in the direction of travel, or when looking from the brakevan towards the engine.

Coupling trains together

207. (a) When unavoidable, and provided the tonnages and lengths of the trains permit, two trains may be coupled together and worked as one train, with the working engine of the second train attached behind the rear of the leading train. However, this may be done only in clear weather, and then only with the approval on each occasion of the Chief Traffic Manager.

(b) Before the trains are coupled, the guard of the first train must ensure that the driver of that train is clearly aware of what is to be done.

(c) The air brake must be continuous throughout the combined train and each guard must ride in the respective brakevan.

(d) Before the combined train moves off, the guard of the leading train must remove or obscure the tail signals and side lights on the rear of the leading train. These must not be restored unless and until the two trains are again separated.

(e) The signal to start must be given to the leading driver by the guard of that portion of the train, after he has exchanged signals with the guard of the rear portion.

(f) The engines must be operated strictly in accordance with Rule 171 (b) and Rule 172 (b).

Defective passenger carriages

208. When there is any fault in the running of a passenger carriage, the guard must inform the first stationmaster or train examiner. However, should he consider there be any immediate danger from the fault he must arrange for it to be attended to or have the vehicle detached without delay.

The guard must afterwards submit a written report, in accordance with Rule 214 (a).

Employee in charge of ballast and work trains

209. The guard must be in charge of the general running of every ballast or work train, but a ganger may take charge of its operation while it is actually discharging or loading ballast or other permanent way materials on the move. (See Rule 165 (p)).

Train divided

210. (a) When an employee observes that a train, vehicle or engine has become uncoupled in running, he must immediately do all in his power to stop all trains in both directions, and must advise the train controller, and if possible the stations on either side of the occurrence.

(b) A driver on receiving a green hand signal moved in a vertical circle (See Rule 66 (c.xx)) must understand that the train has become divided and must exercise great caution.

He must look back for the second portion and, unless he has reason to believe that the line ahead is not clear, must not stop the front portion until he is satisfied that the rear portion has been stopped or is running very slowly. However, he must watch for and obey any signals; and he must not pass a 'stop' signal, nor enter the section ahead without being in possession of the proper authority.

(c) As soon as a guard becomes aware that the train is divided, he must apply the hand brake on the brakevan and do whatever else is necessary and practicable to bring the rear portion to a stand and to secure it against further movement. He must then protect the rear portion in accordance with the instructions in the General Appendix.

(d) When the rear portion is re-attached to the train or engine, the brakes on each vehicle of the rear portion must be inspected before it is again moved.

(e) Particular care and judgment must be exercised by both driver and guard, if the air brake is not operating throughout the train.

(f) The instructions in the General Appendix must be complied with when a train becomes uncoupled in a section.

Accident to a train

211. (a) In case of accident which does not result in the derailment of any vehicle, the train should usually be brought to a stand as quickly as possible.

This must always be done when it is known or believed that the whole of the train is still on the rails and is not divided.

In other circumstances, a decision on whether to stop the train, and if so how the stoppage can best be made, will depend upon the nature of the mishap, the weight and speed of the train, and the gradients, curves and other features of the line. The situation of any points or crossings is particularly important.

(b) When any vehicle is off the rails, brake power should be applied instantly to the vehicles to the rear of it. If the couplings can thus be kept tight, the derailed vehicle or vehicles may be kept upright and out of the way of the vehicles behind, until the momentum of the latter has been exhausted. The guard or other employee at the rear of the train should if possible apply the hand brake to the rear portion and if necessary also assist in the application of the air brake thereon. In the event of this not being promptly done by the guard or other employee at the rear, even after the driver has signalled for assistance from the hand brake, the driver must make a gradual and careful application of the air brake on the entire train. Once the hand brake has been correctly applied on the rear portion, the train should be brought gradually to a stand. Great care should be taken in using the engine brake, or in applying the air brake from the engine, as a sudden check to the front portion could result in further damage.

(c) The driver and the guard must always act according to the best of their judgement and ability having regard to the circumstances of the particular case.

(d) Any accident to a train must be immediately advised to the train controller who must notify the appropriate officers of the Branches concerned.

Train on fire

212. (a) When any vehicle on a train is on fire, the train must be stopped. The portion behind the vehicle on fire must be secured; and the front portion, including the burning vehicle, must then be uncoupled and drawn forward for at least 50 yards.

(b) Should it be considered that the fire can be dealt with on the spot, the burning vehicle must then be detached and secured, and the portion in front of it again drawn forward for at least a further 50 yards. The burning vehicle will then be standing isolated, and every effort must be made to extinguish the fire.

(c) Should it be considered that the fire cannot be extinguished quickly, the front portion of the train including the burning vehicle, must if possible be taken to the next station where the burning vehicle can be detached clear of the main line.

(d) When necessary the guard must protect the rear portion of the train in accordance with the instructions contained in the General Appendix.

Major irregularities observed by trainmen

213. When a driver or guard observes any defect or irregularity in the running of the train or the working of signals or of switch-stand indicators on points, or observes any livestock on a portion of the line which is fenced, or any obstruction on the line, or any defect in the permanent way, works or the communication lines, he must deal with it in accordance with Rule 214.

Should the circumstances be sufficiently serious the train must be stopped to enable information to be given to the train controller, or to a fettling gang or other employees, as may be expedient.

Report of an unusual occurrence

214. When there is an unusual occurrence of any kind on the journey:

(a) The guard must—

(i) Ensure it is reported verbally at the first opportunity in the way which will result in the matter being given prompt attention.

(ii) Before booking off duty, compile a written report to the Chief Traffic Manager and arrange for it to be forwarded as quickly as possible. If the report will not be delayed by doing so, it must be handed in to the stationmaster at the guard's home station, or at the next depot station, so that the matter may be given prompt attention.

(b) The driver, if involved in the occurrence, must similarly compile and hand in a written report to the Chief Mechanical Engineer. If this report will not be delayed by doing so it must be handed in to the shed foreman at the driver's home station, or to the shed foreman or stationmaster at the next depot station, so that the matter may be given prompt attention.

Passing trains to be watched for anything unusual

215. (a) Every employee must carefully watch each train during its passage. Should he become aware of anything unusual, he must

immediately take all possible and effective action to have the train stopped and the irregularity attended to at the first opportunity. (See the instructions in the General Appendix.)

(b) Where staff is available, trains approaching or passing through a station must be observed from both sides.

(c) An 'all right' hand signal, displayed with the arm by day or by a green light at night, must whenever possible be exchanged between the guards of trains crossing or passing each other, and between the guard and the stationmaster at an attended station through which a train runs without stopping.

Train an unusually long time in section

216. When a train is an unusually long time in an adjacent section, or in reporting at an adjacent siding, the stationmaster at an attended station must keep in close touch with the train controller and listen also on the party line telephone, to ascertain if possible the cause of the delay, so that any necessary action may be taken as quickly as possible. He must not rely upon receiving a call on the train control or party line telephones.

Protection of trains stopped by failure, accident, or other unusual cause

217. When a train is stopped by an accident or any other unusual cause (unless it has arrived at or passed the home signal), it must be protected in accordance with the instructions contained in the General Appendix for the safeworking system under which the train is working.

SECTION N

CONVEYANCE OF PASSENGERS AND TRAFFIC

Passengers suffering infectious or contagious diseases

218. Persons suffering from an infectious or contagious disease; persons of unsound mind, and persons in police custody must be accommodated in trains in accordance with the instructions in the General Appendix.

Passengers to be in possession of proper pass or ticket

219. (a) A guard must:

(i) As far as possible, not allow any passenger to be conveyed by his train unless he is entitled to travel by it and is in possession of a proper ticket or free pass;

(ii) Do all in his power, including assistance to the staff at attended stations, to prevent passengers holding second class tickets or passes travelling in first class accommodation;

(iii) Should he have reason to suppose that any passenger is without a ticket or pass for the journey he is making, or is not in the proper part of the train, request the passenger to show his ticket or pass;

(iv) Deal with and report any travel irregularity in accordance with the instructions in the General Appendix;

(v) Should a passenger wish to change to a higher class of accommodation, arrange for this on payment of the prescribed charge.

(b) On trains or vehicles attended by conductors, the duties prescribed in sub-clause (a) of this rule will be performed by the conductors during their hours of duty.

Ladies travelling alone

220. When ladies are travelling alone or with children, employees must give every attention to their comfort. They must assist them to entrain or detrain and be prepared to handle any luggage in their possession. If requested, they must try to seat such travellers with other female passengers.

Smoking in trains

221. It is strictly forbidden for any person to smoke in a compartment labelled 'non-smoking'. Guards, conductors and other employees must ensure that the section of the General By-law dealing with this matter is enforced.

Disorderly passengers

222. In the event of any person being drunk or disorderly, to the annoyance of other occupants of a train, the guard must use every means of persuasion to stop the nuisance, and if these fail must have the offender removed from the train, in accordance with the instructions in the General Appendix.

Passengers to be put off at correct destination

223. (a) Guards must do all in their power to ensure that passengers are put off at the correct destination. At night, station names must not be called out in such a way as to disturb other passengers who are asleep.

(b) On trains or vehicles attended by conductors, the duty prescribed in sub-clause (a) of this rule will be performed by the conductors during their hours of duty.

Custody of passengers' luggage

224. Unless specially authorised to do so, employees must not take charge of luggage or other articles for the convenience of passengers. Such articles must be deposited in the cloakroom at stations where these facilities are available.

Parcels, luggage and mails

225. (a) A package of any description must not be despatched or carried by train unless it is properly entered on a waybill, or there is proper authority for its free transit.

(b) Guards must reconcile parcels with the waybills held and note on the latter any damage or discrepancy. All waybills must be legibly endorsed and signed by guards who must, in the event of any damage or discrepancy, forward a written report to the Chief Traffic Manager.

(c) Guards must attend carefully to the luggage, parcels, mails and other such traffic conveyed by their trains, and must as far as possible ensure that those for intermediate destinations or intermediate transfer are put off at the correct place. Each waybill is to be endorsed accordingly and signed by the guard.

Throwing parcels from trains

226. (a) Parcels must not be thrown from trains as they pass through intermediate stations, except as specially provided for in the instructions in the General Appendix, or unless specially sanctioned by the Chief Traffic Manager on a particular occasion.

(b) When a parcel is authorised to be thrown from a train as it is passing through an intermediate station, the guard must arrange for the speed of the train to be reduced, and before throwing the parcel must satisfy himself that this can be done without danger. If there are persons about at the station where this is done, the stationmaster or other responsible employee must warn them to stand clear.

Livestock traffic

227. The guard of a train on which livestock are being conveyed must examine livestock at each convenient opportunity and arrange for any necessary attention.

SECTION O**PERMANENT WAY AND WORKS***Fettling gangs*

228. (a) There must be a foreman, ganger or leading hand for each gang of fettlers or men engaged on the permanent way or other works affecting the running lines; and the roadmaster must take care that every such foreman, ganger, leading hand and fettler under his control is provided with or has access to a copy of these rules, a current working timetable, Weekly Notice and any other notices of the working arrangements.

(b) Each foreman, ganger or leading hand in charge must satisfy himself that every man employed in his gang understands the rules and regulations, so far as they relate to his duties.

(c) The roadmaster must ensure that all rules and regulations are observed, and report any departure from them to the Chief Civil Engineer.

Register of employees

229. Each roadmaster must maintain a register of the names and places of residence of all the men employed in his district, so that in case of accident or emergency he may be enabled to summon them immediately to assist in any way required.

Equipment of gangs

230. The list of equipment to be carried by gangs is prescribed in the instructions in the General Appendix. Each ganger will be held responsible for maintaining his hand signalling equipment in proper working order and ready for instant use.

Use of fixed signals for permanent way purposes

231. Foremen, gangers and fettlers must not, except in cases of emergency or as provided in Rule 233, make use of fixed signals or rely upon them to protect their work on the permanent way. They must in all cases use the hand signalling equipment provided for their use.

Use of vehicles by gangs

232. (a) A motor section car, motor quadricycle, hand tricycle or trolley, self propelled track maintenance machine or similar manual or power propelled vehicle, must not be placed on the line by other than authorised employees, who will be held responsible for seeing it is properly protected and used only for railway purposes.

(b) Such vehicles as mentioned in sub-clause (a) of this rule must not under any circumstances, be attached to a train. When not in use they must be removed from the rails and placed in such a position that their nearest face or any projection is at least six feet from the nearest running rail and road approaches.

(c) When removed from the track, vehicles such as those mentioned in sub-clause (a) of this rule, unless they are locked in a trolley shed, must have their wheels secured with chain and padlock. The employee who has charge of the vehicle is responsible for seeing that this is done.

(d) Such vehicles as mentioned in sub-clause (a) of this rule must not be used at night except in cases of emergency, or on special occasions required by the Chief Civil Engineer, and then only with the authority of the Chief Traffic Manager.

(e) On each and every occasion before placing a motor section car, motor quadricycle, hand tricycle, trolley, self propelled track maintenance machine or similar manual or power propelled vehicle on the line, the foreman, ganger, leading hand or employee who has charge of such vehicle must first obtain details of the running of ordinary and special trains, and particulars of any known conflicting movements of any motor section cars or other track vehicles, from the stationmaster at an attended station or from the train controller at an unattended station.

(f) Before any movement is made into an adjoining gang length it is the ganger's responsibility to obtain details of any conflicting movement of a motor section car or other track vehicle.

(g) The employee who has charge of such a vehicle as mentioned in sub-clause (e) of this rule, when obtaining details of train and other track vehicle movements, must check the time and advise the mileage at which it is intended to work and the mileage of the length being traversed for inspection or other purposes.

Protection of laden section cars and trollies

233. (a) A motor section car or trolley, loaded with material so as to render its prompt removal impracticable, which is stationary in a section and will remain stationary for an appreciable period, must be protected in accordance with Rule 235(a). When a laden motor section car or trolley is travelling at a speed not greater than walking pace, or is stationary for only a short period, an employee must precede it 1,500 yards in advance and another follow it at a similar distance. Each must be prepared to afford protection in accordance with Rule 235(a) in case of need.

(b) When working with a laden section car or trolley within the station yard limits of an attended station, the foreman, ganger, leading hand or fettler who has charge of it must work under the direction of the stationmaster.

Changing rails

234. Before a rail is taken out of the track the foreman, ganger, leading hand, or fettler who has charge of the work must ensure that there is a suitable replacement rail immediately available. He must then obtain authority from the train controller to undertake the work and protect it in accordance with Rule 235(a).

Line unsafe—emergency

235. Should a particular section of the running line become completely unsafe for the passage of a train, the ganger or other employee responsible for the safety of the line must immediately arrange protection as follows:

(a) *When he has at least two other employees with him one must be sent in each direction from the point of obstruction to provide protection with flags or 'obstruction warning' and 'obstruction stop' signals (lights or reflectorised 'obstruction warning' and 'obstruction stop' signals at night), and detonators. The ganger must then advise the train controller of the circumstances and action taken.*

The employees sent to provide the protection must exhibit a 'stop' signal (red flag or 'obstruction stop' signal by day, red light or reflectorised 'obstruction stop' signal at night), and fix three detonators on the rail each 10 yards apart, 200 yards from the obstruction.

They must also fix an additional three detonators on the rail (one at 1,200 yards, one at 1,300 yards and one at 1,400 yards from the obstruction).

A warning signal consisting of a yellow flag or 'obstruction warning' signal by day or an amber light or reflectorised 'obstruction warning' signal at night must be exhibited on the left of the line 100 yards in advance of the outermost detonator. The employees must then take up positions immediately on the obstruction side of the three innermost detonators.

(b) *When he has only one other employee with him* the ganger must send this employee in the direction from which the first train is expected, to act as a flagman and to provide protection in accordance with sub-clause (a) of this rule.

He himself should proceed in the other direction and provide protection in accordance with sub-clause (a) of this rule.

The ganger or other employee who has charge must then advise the train controller of the circumstances and action taken.

(c) *When the employee who locates the unsafe track is alone* he must arrange immediate protection in the direction from which he expects the first train, in accordance with sub-clause (a) of this rule.

He must then communicate with the train controller from a location adjacent to the 'stop' signal.

The train controller will then advise him whether to remain at the location 200 yards from the obstruction and exhibit the 'stop' signal to the approaching train, or to protect the obstruction from the other end of the unsafe track in accordance with sub-clause (a) of this rule.

(d) *Should the employee or flagman, before reaching a distance 1,200 yards from the obstruction, become aware of the approach of a train*, he must immediately place three detonators on the rail, each 100 yards apart if possible, and do everything he can to stop the train.

(e) After arranging this immediate protection, the ganger or other employee who has charge must report the facts to the train controller and confer with him regarding the movement of affected trains. (For alternative arrangements if the train controller cannot be contacted, see sub-clauses (o) and (p) of this rule).

(f) The train controller must not authorise any train to enter the obstructed section, EXCEPT as follows:

(i) A work train, railcar or motor inspection car, going to the site in connection with the work being done, may be authorised to proceed to the mileage at which the three innermost detonators have been fixed, after its driver and guard have been warned of the obstruction.

(ii) Should it be expedient for the movement of traffic, any other train may be authorised to proceed to but not beyond that mileage after its driver and guard have been warned of the obstruction, and provided the train controller has a clear understanding with the ganger that he will be at a point 200 yards from the obstruction to exhibit a red flag or 'obstruction stop' signal (red light or reflectorised 'obstruction stop' signal at night) to stop the train. The train should remain at this point until passage over the obstructed area at a reduced speed is safe. The ganger should then pilot the train over the obstructed area.

(g) The ganger must ensure that the flagmen are kept equipped with the necessary flags and lamps (or reflectorised 'obstruction warning' and 'obstruction stop' signals) and with a sufficient supply of detonators.

(h) When the ganger is satisfied that any train approaching without prior warning has been stopped short of the obstruction, the flagman on that side of the obstruction may be withdrawn. However, a flagman must be sent out again in good time, when necessary to comply with sub-clause (f.ii) of this rule.

(i) Until the line is safe for the speed that was previously in force, or until warning and caution boards have been erected, all the detonators must be maintained and renewed whenever necessary. The yellow flag or 'obstruction warning' signal (amber light or reflectorised 'obstruction warning' signal at night) must be left in position 1,500 yards from the obstruction and, except when a flagman is in attendance on the obstruction side of the innermost detonators, the red flag or 'obstruction stop' signal (red light or reflectorised 'obstruction stop' signal at night), must be fixed firmly upright in the middle of the track at that point.

(j) Repairs must be started as soon as possible.

(k) The ganger must report to the train controller on the state of the line and the progress of the work, every two hours or at such other intervals as the train controller requires.

(l) When the obstruction is located between the points of an unattended station or is outside the points but adjacent to an unattended station, protection should be arranged as for open track (i.e. on the main line) in accordance with sub-clause (a) of this rule. Should an approaching train take the crossing loop, the flagman on that side of the obstruction is to stop it by use of hand signals.

(m) When the obstruction is located between the points of an attended station provided with fixed signals, the ganger must report the obstruction to the signalman who will then be responsible for conferring with the train controller and using the fixed signals to regulate the movement of trains as necessary. In this case the signalman will carry out the functions assigned in sub-clause (e) of this rule to the ganger.

(n) When the obstruction is located outside the points of an attended station provided with fixed signals, but is within the home signal (or outer home signal), the employee sent to arrange protection at that end must report the obstruction to the signalman who will then be responsible for using the fixed signals to regulate the movement of trains approaching the obstruction from that end. On the end protected by the signalman, protection by flagmen equipped with detonators, flags and/or 'obstruction warning' and 'obstruction stop' signals will not be required.

(o) If the train controller cannot be contacted, the ganger (or the signalman in the circumstances in sub-clause (m) or (n) of this rule), must if possible contact instead the signalmen at adjacent stations who may be in a position to stop the trains or to advise him as to their position. Any employee of the Transportation Branch so contacted must so far as possible arrange for the trains to be worked in accordance with sub-clause (f) of this rule.

(p) All the necessary details connected with an obstruction of the line, if received by the train controller, must be passed on at the first opportunity to the signalmen at the adjacent stations. If received in the first instance by the latter the information must be passed on at the first opportunity to the train controller.

Speed restrictions—emergency

236. (a) Should a section of track have to be restricted in an emergency to a speed lower than was previously in force for the portion of the line concerned, the ganger must arrange for immediate protection of the affected portion of the line and communicate with the train controller, in accordance with the procedure defined in Rule 235 (a) to (e).

(b) Protection by flagmen equipped with detonators, flags and/or 'obstruction warning' and 'obstruction stop' signals must be maintained until:

(i) The ganger is assured by the train controller that all trains have been or will be warned of the lower speed restriction, and

(ii) warning and caution boards have been erected in accordance with Rule 237.

(c) Whilst protection is being maintained with flagmen the ganger must take up a position adjacent to the three detonators placed on the line 200 yards from the affected area on the side from which each train is expected, in ample time to act as flagman. After stopping each train the ganger must advise its driver of the speed restriction. If the permitted speed is 15 m.p.h. or lower the ganger must pilot each train over the restricted area.

(d) Should warning and caution boards (See Rule 237) be already located in the vicinity, they must as soon as possible be moved or altered to indicate the changed requirements.

Warning and caution boards for special speed restrictions

237. If a special speed restriction is likely to continue for 24 hours or longer, it must as soon as possible be protected by warning and caution boards as follows:

(a) A *warning board* consists of a board on a post. The board is fishtailed at both ends, and displays the following aspects:

To the front—A yellow face, with the word 'WARNING' in black letters. The night indication is a reflective yellow face. A number plate, indicating in miles per hour the permissible speed over the restricted stretch of line, is also fitted to the front of the board.

To the rear—A white face.

The night indication is a reflective white face.

Except as provided in sub-clause (e) of this rule, one warning board must be placed in each direction, 1,500 yards (or as much

further as necessary to give drivers a clear view of it) beyond the respective ends of the restricted portion of the line (see diagrams).

(b) A caution board consists of a disc on a post. The disc displays the following aspects:

To the front—A yellow face, with the word 'CAUTION' in black letters. The night indication is a reflective yellow face.

To the rear—A white face.

The night indication is a reflective white face.

One caution board must be placed in each direction, 200 yards beyond the respective ends of the restricted portion of the line (see diagrams).

(c) Warning and caution boards are usually to be placed on the left-hand side of the line they refer to, when viewed by the driver of a train which is required to reduce speed. However, on a sharp left-hand curve in a cutting, or in any special situation, the boards must be placed in the position where they can best be seen by the driver.

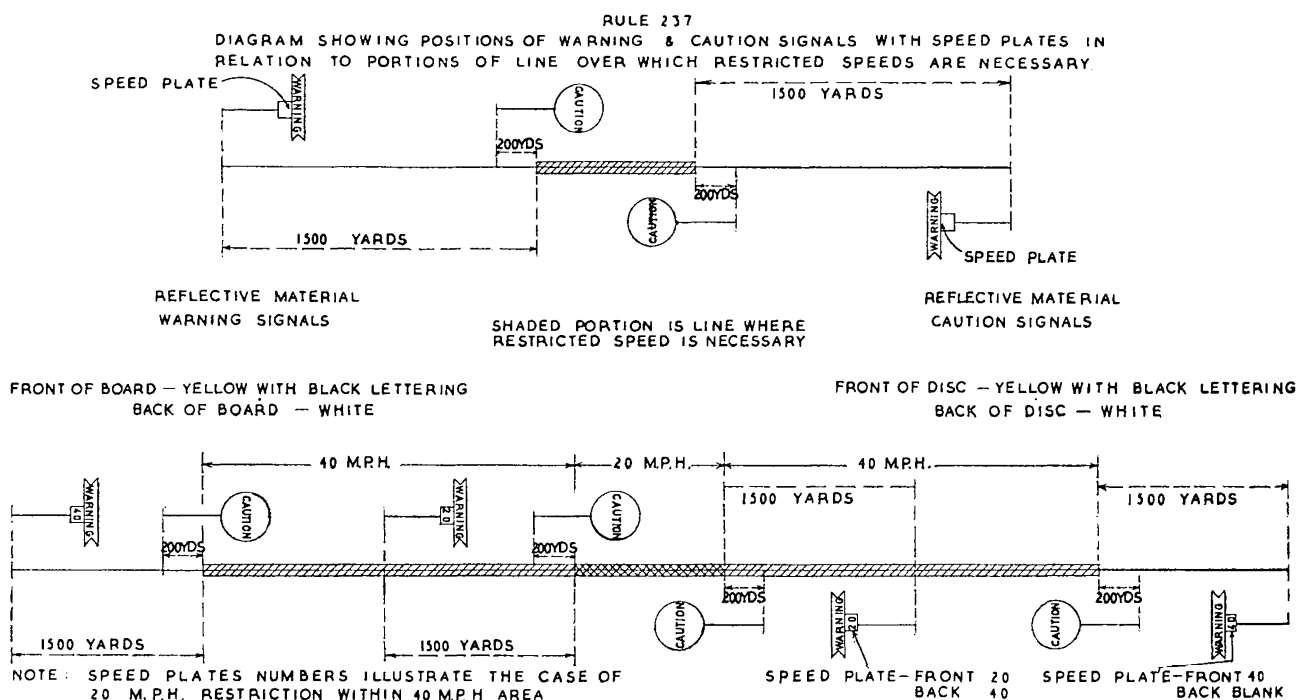
Warning and caution boards must never be placed in any position where they are liable to conflict with fixed signals or shunting signals.

(d) When one temporary speed restriction is followed immediately by another temporary restriction of *lower speed*, each restricted area must be provided with a separate set of warning and caution boards.

(e) When one temporary speed restriction is followed immediately by another temporary restriction of *higher speed*, the warning board at the end of the first restricted section must be fitted with an additional number plate, indicating the permissible speed over the second restricted section.

This number plate is to be on the reverse (rear) side of the warning boards, i.e., the plate must face the driver of a train running off the first restricted section, on to the second restricted section of higher speed.

(f) The ganger will be responsible for placing the necessary warning and caution boards and for fitting the correct number plates.



Special speed restrictions: general

238. When work is to be done on the track, such as lifting or slewing, which requires trains to be restricted to a speed lower than was previously in force for the section of line concerned, the work is to be organised by the roadmaster, who will arrange for the temporary speed restrictions to be published in the Weekly Notice, and for warning and caution boards to be erected. If such has not been arranged the work is to be treated as 'Line broken' and carried out in accordance with Rule 241.

Notifications of special speed restrictions

239. (a) The Chief Traffic Manager is responsible for the issue of warnings of special speed restrictions to all concerned, upon receipt of the necessary information.

(b) Advice is to be sent by each roadmaster, to reach the Chief Civil Engineer each Monday, of all special speed restrictions expected to be in force in his district during the week commencing on the following Thursday. These advices will be summarised by the Chief Civil Engineer and forwarded to the Chief Traffic Manager before noon each Tuesday, for inclusion in the Weekly Notice.

(c) In case of urgency, particulars of any special speed restriction must in the first instance be given orally by the roadmaster or ganger to the train controller.

(d) Warnings of special speed restrictions, if not included in the Weekly Notice or in a special notice issued to the staff generally, will be notified by the Chief Traffic Manager to the drivers and guards of the trains concerned, by the methods laid down in the instructions in the General Appendix.

Line broken or obstructed by specialised gangs

240. (a) This rule relates to the breakage or obstruction of the running line by certain gangs engaged in mechanical re-sleepering, welding rails, maintenance of the track by machines running on it, and any other specialised work specified in the instructions in the General Appendix.

(b) Particulars of each such gang, including the area in which it is to work, will be notified by the Chief Civil Engineer to the Chief Traffic Manager, and be published in the Weekly Notice.

(c) Before starting such work each day, the foreman must exchange messages with the train controller in accordance with the instructions detailed in the General Appendix, which also prescribe the precautions to be taken and the warnings to be given.

(d) The foreman must protect the unsafe track or obstruction in accordance with Rule 235 (a).

(e) Except where specifically prohibited by the instructions in the General Appendix, a train may be permitted to approach the obstruction in the expectation that the running line will have been made safe by the time it arrives at the site.

Line broken or obstructed by ordinary maintenance gangs

241. (a) This rule relates to the breakage or obstruction of the running line by any gang other than the specialised gangs referred to in Rule 240.

(b) Such work by ordinary maintenance gangs, if it would make the running line completely unsafe for the passage of trains, must when practicable be done at times which will interfere as little as

possible with the running of the trains, and not during the hours of darkness or when the weather is not clear.

(c) Each day, before starting such work, the ganger must exchange messages with the train controller in accordance with the instructions in the General Appendix.

The ganger must then arrange for the obstruction to be protected in accordance with Rule 235 (a), (f) and (i).

(d) The train controller must act in accordance with Rule 235 (f), i.e. the section concerned will be closed to all trains, except as provided in that rule.

Ballast trains

242. Employees responsible for the distribution of ballast must make the necessary train working arrangements through the stationmaster at an attended station, or with the train controller direct at an unattended station, at least 24 hours prior to the day set down for the distribution of ballast.

Instructions issued by the train controller concerning the movements of ballast trains must be strictly observed to ensure that other train working is not affected.

Work on running lines when a clear view cannot be obtained

243. A ballast train must not be worked, and men employed with that train and any other gangs, must not work on the running lines when the weather is such that a clear view cannot be obtained, except when authorised under special circumstances. A ballast train, vehicle or trolley must not be used, if possible to avoid it, other than during daylight hours and when the weather is sufficiently clear for a signal to be seen at a distance of 1,500 yards.

Accidents affecting the safety of the line and accidents resulting in serious personal injury

244. (a) In the case of an accident or failure of any part of the works affecting the safety of the line the ganger or other employees concerned must immediately protect the obstruction in accordance with Rule 235 and inform the train controller of the circumstances and action taken.

(b) Any accident resulting in serious personal injury must be immediately reported to the train controller who will make arrangements for medical attention. The accident should be reported to the roadmaster and Chief Civil Engineer as soon as possible.

Equipment—examination of road

245. Each foreman, ganger, leading hand or fletcher in charge when examining his length of line, must carry the tools required to secure loose fastenings, also two yellow flags, two red flags and twelve detonators. He should also carry two reflectorised 'obstruction warning' signals and two 'obstruction stop' signals.

Examination of lengths

246. Each ganger must:

(a) Regularly inspect his length on such days as are directed by the Chief Civil Engineer. On these inspections the ganger must examine the line, level and gauge of road and state of joints, and immediately attend to, or mark for attention, any loose fastenings or other defects. In the event of wet weather or heavy thunderstorms, Rule 251 must be strictly observed on all lengths. Gangers on lengths through sand drift country will require to make such additional inspections as they may consider necessary, or as laid down by the Chief Civil Engineer, to ensure the road is clear for the passage of trains;

(b) Carefully examine all points, crossings and choke blocks and, if necessary, adjust them;

(c) Lubricate and keep clean the working parts of points and signals, unless the duty is otherwise provided for;

(d) Report to their roadmaster should they find any points, choke block or derailler not properly secured on any siding, whether in station yard limits or elsewhere;

(e) Make any temporary repairs possible to signals or signal wires until the appropriate employee can attend to them;

(f) See that ballast, stones or other obstructions which could interfere with the running of trains do not accumulate at level crossings.

Disregard of signals; defective signals, telephone wires and points

247. Each foreman, ganger, leading hand, or flagman must report to the roadmaster every case in which any signal is disregarded by a driver. If any signal or telephone pole is in an unsafe state, or if any of the equipment is damaged or wires are broken, slack,

entangled or touching each other or any building, they must be made safe, and the circumstances reported to the roadmaster. The foreman, ganger or leading hand must also see that all grass, boughs of trees, ballast and rubbish are removed from the telephone and signal wires, point rods and point blades.

Special trains run without notice

248. Special trains have sometimes to be run without previous notice, and it is necessary at all times to be prepared for such extra trains.

Maximum height of ballast

249. Ballast or other material must not under any circumstances be left higher than rail level between the rails and for a distance of 18 inches outside each rail.

Blasting

250. Blasting must not be allowed on or near the railways without the authority of the Chief Civil Engineer.

Wet weather

251. (a) Roadmasters in charge of lines or any works connected with them, and gangers in charge of lengths, must watch carefully the safety of the permanent way and works when wet weather, wind storms and thunderstorms occur on any part of their lengths. They are to ensure where possible that instructions in regard to the inspection of lengths by gangers are strictly observed.

Roadmasters, gangers, and if necessary, other employees, must be on duty and must inspect every doubtful part of their length before the passing of any train, in sufficient time to stop it, if necessary, and this inspection must be continued until all danger is past. When required, special watchmen and flagmen must be provided at any place where there may be a doubt as to the sufficiency of a waterway, or when there is any reason to believe that special precautions are necessary.

(b) Gangers must report to their roadmaster from time to time the effects of rainfalls and the heights of flood waters on their lengths. They are to mark the level of flood waters, and at once report any damage to the permanent way or its appurtenances, particularly culverts and bridges, for the roadmaster's guidance.

Fire on or near the line

252. In the event of any fire occurring upon or near the line, the men employed on the line must, as soon as they can leave safe the portion of the line on which they are working, take immediate measures to put the fire out.

Removal of defective materials

253. (a) Gangers must see that broken rails, sleepers or other defective materials are removed from the track with the least possible delay, and replaced with sound materials.

(b) Gangers must report to the roadmaster for their district by telephone when gates, fences, buildings or signals are damaged, or when any other work requires immediate attention.

(c) Tools, rails, sleepers, scrap iron or wood, or other implements or material must be carefully placed so as to be quite clear of the line. Materials thrown out of use must be removed from the lines as soon as possible and stacked at least six feet clear of the nearest running rail.

(d) All instances of broken rails must be specially reported to the roadmaster and report submitted on the form provided for such purpose.

(e) Every care must be taken to make sure that guys and scaffolding are kept at least six feet clear of the nearest running rail during the erection or repair of buildings or structures.

Straying livestock

254. (a) The ganger must keep his portion of the line clear and safe; and all fences especially around reservoirs and station yards, must be kept in good repair.

(b) In the event of any sheep, cattle or other animals being within the fences, the ganger must immediately remove them and report the circumstances, with the name of the owner, and particulars of any brands, to the roadmaster, who must forward such report, with his comments, to the Chief Civil Engineer.

Water columns and hoses clear of track

255. Every roadmaster and ganger must see that all structures on his length are the prescribed clearance from the centre of the track, and that water columns and hoses are left so that they will not foul passing trains.

Trespassing on railway property

256. Trespassing on railway property is prohibited under the General By-law and, in addition to acting as prescribed in Rule 24, gangers and fettlers must report any instance of the public walking along the permanent way or utilising it by driving motor cars or other vehicles thereon. The offender's name and address must be obtained where possible, and in the case of a motor vehicle the registration number must be taken.

Watering of livestock

257. Gangers must not allow stock to be watered at any water supply vested in the Commissioner unless the owner, drover or person in charge of such stock is authorised to do so by the Chief Civil Engineer.

Security of materials

258. Each Roadmaster is held responsible for the security of rails, sleepers, and other permanent way materials in his district, and for such material being properly stacked clear of the track.

Security of tools and implements

259. Each foreman and ganger having custody of tools and implements required for the maintenance and repair of the track is responsible for their security. He must ensure that all such equipment is kept in safe custody in a locked building or tool box when not in use.

Collection of materials

260. (a) Each foreman or ganger is responsible for collecting any draw gear, brake blocks, chains, hooks, pins, iron or other materials found on the line, and for having them conveyed to the nearest station as soon as possible after being found. They must be labelled and, if possible, the train from which they fell and the exact location where found must be stated on the label. The roadmaster (stationmaster at attended stations) must see that such material is consigned to the nearest depot.

(b) Old sleepers, timber or material of any description, must not be sold or disposed of in any way, without proper authority.

Articles found upon the line

261. When found upon the line luggage, mails, goods, parcels or other articles not referred to in Rule 260, must be immediately sent to the nearest stationmaster together with a report containing all available information including the train from which they may have fallen. A special report must also be made to the roadmaster for the district.

Provision of flagmen, and 'look-out' men

262. (a) Where the approach of a train cannot be observed or heard in time to permit employees to move clear of the track, a flagman or other competent employee must be appointed by the ganger in both directions to give the necessary warning.

(b) When the weather is such that a clear view cannot be obtained the men must not continue working on the track if the employee who has charge considers that they would not have sufficient warning of the approach of a train.

(c) When employees are working alone or in gangs, on or near lines for the purpose of relaying or repairing the permanent way of such lines, the foreman, ganger or leading hand must in all cases where any danger is likely to arise, provide one or more competent employees as may be necessary to maintain a good look out and give warning of any train approaching. When from any other exceptional circumstances the services of a 'look-out' man or men are necessary to give warning of the approach of trains, application must, should there be no suitable man or men available in the operating gang, be made to the foreman, ganger or leading hand for such 'look-out' man or men to be appointed. The 'look-out' man or men must be expressly instructed to act for such purpose, and must be provided with all equipment necessary to give effect to such 'look-out'.

Safety of men working with ballast and work trains

263. When a ballast or work train has to be moved whilst men are working in, on or near wagons, the foreman, ganger, or leading hand must warn the men, and the driver must sound the engine siren before the wagons are moved. The driver must also sound the engine siren before increasing speed or reducing speed preparatory to stopping.

Men not to ride on wagons

264. Except when working on ballast or work trains employees other than guards or shunters are forbidden to ride in or on wagons. If such employees must travel by train, they must ride in the passenger carriage or brakevan, if suitable travelling accommodation has not been provided for them.

Employees to repeat guard's signals

265. Gangers or foremen should stand on the driver's (left-hand) side of passing trains, and the other employees of the gang must stand on the opposite side. Should any employee see the guard of an approaching train exhibiting signals to the driver he must immediately repeat the signal, so that the attention of the driver may be directed to the guard's brakevan. When any employee notices any of the doors of carriages or other vehicles open or chains or lashings hanging loose on a passing train, or anything projecting an undue distance therefrom, he must endeavour to direct the attention of the driver and guard to the irregularity.

Should it not be possible to attract the attention of the driver or guard, the train controller must be contacted and given particulars of the irregularity so that the trainmen concerned can be advised as soon as possible.

Ballast to be levelled off in station yard limits before night

266. Except in cases where it is unavoidable, gangers must see that the permanent way and roads in station yard limits, which have been opened out during the day for the purpose of effecting repairs, are filled in and the ballast levelled off before they leave work at night, so that shunters or others requiring to use the lines after sunset will not be exposed to unnecessary danger. In cases where this cannot be done, gangers must notify the stationmaster at an attended station or the train controller at an unattended station.

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