

GE/RT8000 - T10
Rule Book

Protecting personnel when working on rail vehicles and in sidings

Issue 1
June 2003

Comes into force 6 December 2003



Issue	Date	Comments	Comes into force
1	June 2003	Initial issue	6 December 2003

You will need this module if you
carry out the duties of a:

- designated person
- person working on a rail vehicle
- rolling stock technician
- person working in a siding.

Section

1

Definitions

- 1.1 Designated person
- 1.2 Depot

2

Competence and responsibilities

- 2.1 Competence
- 2.2 Responsibilities

3

Working in depots

- 3.1 Providing the correct protection
- 3.2 Protecting the line by securing points
- 3.3 Protecting the line by derailer, rail stop or similar equipment
- 3.4 Protecting the line by stop signals, stop indicators, or stop boards
- 3.5 Before allowing work to start
- 3.6 Before starting work
- 3.7 When protection is already in place
- 3.8 When the work is completed or suspended

Section

4

Working in a maintenance or repair siding but not in a depot

- 4.1 When these instructions apply
- 4.2 Providing the correct protection
- 4.3 Making sure it is safe to start work
- 4.4 During the work
- 4.5 When the work is completed or suspended

5

Working on vehicles where an adjacent siding might be fouled

- 5.1 When these instructions apply
- 5.2 Providing the correct protection
- 5.3 Before starting work
- 5.4 When protection is already in place
- 5.5 When the work is completed or suspended

6

Working on vehicles at other locations

- 6.1 When these instructions apply
- 6.2 Telling others what will be happening
- 6.3 Providing the correct protection
- 6.4 Displaying the protection in the correct position
- 6.5 If the automatic brake on the vehicle cannot be relied on
- 6.6 Making sure it is safe to start work
- 6.7 During the work
- 6.8 When the work is completed or suspended
- 6.9 When the protection has been removed

Section

7 Walking as a group to or from a failed train

- 7.1 When these instructions apply
- 7.2 Before walking to the failed train
- 7.3 Arriving at the failed train
- 7.4 When the work is completed

8 Working on the side of vehicles that is next to a running line

- 8.1 When these instructions apply
- 8.2 If a vehicle cannot be moved
- 8.3 If a COSS is not available

9 Safety of carriage cleaners

10 Heating or air conditioning of coaching stock

- 10.1 Before heating or air conditioning is carried out
- 10.2 If work is to be carried out on train heating or air-conditioning equipment

Section

11 Working in sidings but not on vehicles

- 11.1 When these instructions apply
- 11.2 Providing the correct protection
- 11.3 Before the work starts
- 11.4 When the work is completed or suspended

1 Definitions

*The people responsible: **designated person (DP), person working on a rail vehicle***

1.1 Designated person

DP, person working on a rail vehicle

A DP is a person who is responsible for arranging protection as shown in this module and may be:

- defined as a DP in local instructions, or
- in charge of a gang or squad, or
- a person working alone.

1.2 Depot

DP, person working on a rail vehicle

In this module a depot is defined as a building or group of buildings in which any of the following activities take place:

- maintenance
- repairs
- servicing.

This also includes any sidings within the depot boundary.

2 Competence and responsibilities

The people responsible: DP, person working on a rail vehicle

2.1 Competence

a) Designated Person

To carry out the duties of a DP, you must be certified as competent in providing protection for:

DP

- others working within depots and sidings as defined in this module
- two or more people that are to walk on or near the line to reach a failed train when a COSS is not available
- people working on a vehicle on a siding or running line next to a running line when a COSS is not required.

You must be in possession of a current RT3262/1 Certificate of Competence Designated Person, when carrying out the duties of a DP.

b) Person working alone

You must be qualified as a DP to work alone on a rail vehicle. In this case you:

person
working
on a rail
vehicle

- are responsible for your own protection
- must carry out the instructions for a DP as shown in this module.

2.2 Responsibilities

a) Protection to be in place

DP

You must make sure the required protection arrangements are carried out before allowing:

- work to start on the outside of a vehicle
- steps or ladders to be used inside a vehicle.

b) When working on a rail vehicle

person working on a rail vehicle

When working on a rail vehicle, you must:

- be working under the protection of the DP
- only start work when the DP gives you permission and tells you it is safe to do so.

c) Reporting irregularities

You must tell the DP about:

- any irregularity in carrying out the instructions in this module
- any unauthorised movement of a vehicle.

d) Local instructions

DP, person working on a rail vehicle

At some locations (usually depots or sidings) local instructions are issued to make sure that work does not begin until arrangements are made to make sure there will be no unauthorised movement of rail vehicles when work is being carried out.

At locations where local instructions are issued, the instructions in this module may be modified. If local instructions apply, you must make sure you fully understand them.

3

Working in depots

The people responsible: DP, person working on a rail vehicle

3.1 Providing the correct protection

Unless the only work to be carried out is carriage servicing, before you allow any work to start on a vehicle in a depot, you must make sure:

DP

- one of the methods of protection as shown in section 3.2, 3.3 or 3.4 of this module is provided
- scotches are placed under the wheels at the outer ends of the two end vehicles.

3.2 Protecting the line by securing points

Before you allow any work to start on a vehicle, you must make sure:

DP

- the points that give access to the siding are clipped and padlocked to prevent movements being made into the siding
- you have the keys for the padlocks with you.

3.3 Protecting the line by derailer, rail stop or similar equipment

Before you allow any work to start on a vehicle, you must make sure:

DP

- the derailer or rail stops are secured in the correct position to prevent any movement on the lines on which protection is needed
- you have the operating key with you.

3.4 Protecting the line by stop signals, stop indicators, or stop boards

a) Stop signals and stop indicators

DP

You are the only person who is authorised to operate stop signals or stop indicators.

Before you allow any work to start on a vehicle, you must:

- operate the stop signal or stop indicator on the lines on which protection is required
- make sure you have the operating key with you.

b) STOP-AWAIT INSTRUCTIONS boards

You are the only person who can give authority to pass these boards.

Before you give permission for a movement to pass a STOP-AWAIT INSTRUCTIONS board, you must make sure:

- any work taking place in the siding has stopped
- everyone has moved to a position of safety.

3.5 Before allowing work to start

DP

Before you allow any work to start, you must make sure that no shunting will take place that could affect the vehicle to be worked on.

3.6 Before starting work

You must not start work until the DP:

- has carried out the required protection
- tells you it is safe to do so.

If you are the first person or group of people to work on a vehicle or vehicles, you must place a NOT TO BE MOVED board or red flag or red light (steady or flashing) in one of the following ways:

- On the diagonally opposite corners of the vehicle to be protected.
- At the entrance to the building when the vehicle is completely inside.
- As shown in local instructions.

You must then place your own identification on the protection at the end of the vehicle, as shown in local instructions.

person
working
on a rail
vehicle

3.7 When protection is already in place

If the protection is already in place, you (or the group) must place your own protection identification on the protection.

When you have done all of this, you may then start work.

person
working
on a rail
vehicle

3.8 When the work is completed or suspended

When you have completed or suspended your work, you must remove your own identification from the protection.

You must not remove any identification belonging to someone else.

person
working
on a rail
vehicle

**person
working
on a rail
vehicle**

If you are the last person or group to withdraw your identification, you must also remove the NOT TO BE MOVED boards, red flags or red lights when:

- the vehicles are safe to be moved, and
- everyone has moved clear of the line concerned.

You must tell the DP when you have done this.

DP

You may only withdraw the protection for which you are responsible when:

- the NOT TO BE MOVED boards, red flags or red lights have been removed
- scotches have been removed from under wheels.

4 Working in a maintenance or repair siding but not in a depot

The people responsible: DP, person working on a vehicle

4.1 When these instructions apply

You must apply these instructions when people are to work on vehicles in a maintenance or repair siding but **not** in a depot.

DP

If there are sidings specially set aside for carrying out repairs, you must make sure, where possible, that any work on vehicles is carried out in those sidings.

You do **not** need to apply these instructions if the only work to be carried out is carriage servicing. In this case, you must carry out the instructions shown in section 6 of this module.

4.2 Providing the correct protection

a) Clipping points

Before you allow work to start, you must make sure:

DP

- the points that give access to the siding are clipped and padlocked to prevent movements being made into the siding
- you have the keys for the padlocks with you.

b) Protection on vehicles

You must make sure the correct protection is displayed as follows:

- a NOT TO BE MOVED board or red flag during daylight
- a red light (steady or flashing) during darkness or poor visibility.

DP

You must place the protection:

- at the end of the last vehicle in the direction from which other vehicles might be shunted, or
- at both ends if the vehicles can be shunted from both ends.

c) Securing vehicles

You must use scotches to secure the vehicles being worked on.

If there are other vehicles on the same line, you must secure one or two of these vehicles on each side of the vehicle being worked on by applying handbrakes or using scotches.

4.3 Making sure it is safe to start work

person working on a rail vehicle

You must not start work until the DP:

- has carried out the required protection
- tells you it is safe to do so.

You must, if necessary, help the DP to put the protection in place.

4.4 During the work

DP

If it is necessary to move the vehicle on which the work is being carried out, you must make sure:

- everyone who is affected by the movement is told
- everyone is clear before the movement takes place.

person working on a rail vehicle

You must tell the DP if a vehicle that is being worked on is to be moved.

4.5 When the work is completed or suspended

You must not remove the protection until:

- the vehicle is safe to be moved, and
- everyone has moved clear of the line concerned.

DP

You are the only person who can authorise the protection to be removed.

5

Working on vehicles where an adjacent siding might be fouled

The people responsible: DP, person working on a rail vehicle

5.1 When these instructions apply

DP

You must apply these instructions when people are to work on vehicles where an adjacent siding might be fouled.

person working on a rail vehicle

If the work you are going to do might foul an adjacent siding, you must tell the DP.

You must not start work that might foul the adjacent siding until the DP has carried out protection and has told you it is safe to do so.

5.2 Providing the correct protection

DP

You must not give permission for work to start that might foul an adjacent siding until you have carried out the protection arrangements as shown in section 3.2, 3.3 or 3.4 of this module (whichever is appropriate) for the adjacent siding.

5.3 Before starting work

person working on a rail vehicle

If you are the first person or a group of people to start work on vehicles, you must:

- ask the DP to confirm that the adjacent siding concerned is protected
- place a red banner, red flag or red light (steady or flashing) at each entrance to the siding together with your own personal identification.

5.4 When protection is already in place

If this protection is already in place, you (or the group) must place your own personal identification on the protection.

person
working
on a rail
vehicle

5.5 When the work is completed or suspended

When you have completed or suspended the work that might foul the adjacent siding, you must remove your own identification from the protection.

person
working
on a rail
vehicle

You must not remove any identification belonging to someone else.

If you are the last person or group to withdraw your identification, you must also remove the red banner, red flag or red light placed at the entrance to the siding.

You must tell the DP when you have done this and everyone has moved clear of the adjacent siding.

You must then remove the protection for the adjacent siding for which you are responsible.

DP

6

Working on vehicles at other locations

The people responsible: DP, person working on a rail vehicle

6.1 When these instructions apply

DP

You must apply these instructions when work is being carried out on vehicles on:

- running lines
- platform lines
- any sidings that are not maintenance or repair sidings.

You must also apply these instructions when carriage servicing is taking place in maintenance or repair sidings that are **not** part of a depot.

6.2 Telling others what will be happening

DP

You must tell the following what arrangements are to be put in place before you allow work to start:

- The person in charge of the line or siding.
- The driver and guard (if present).

You must not allow anyone to start work until the protection arrangements in this section have been carried out.

6.3 Providing the correct protection

You must make sure the correct protection is displayed on the vehicles as follows:

DP

- A NOT TO BE MOVED board or red flag during daylight.
- A red light (steady or flashing) during darkness or poor visibility.

6.4 Displaying the protection in the correct position

You must:

DP

- display the protection at the end from which the train is being driven or is to be driven, and
- at the other end if vehicles might be shunted from that end on to those on which the work will take place.

Where the driver is not present, you must display the protection at both ends if the train can be driven from both ends.

When the vehicles are in a platform

When the vehicles are in a platform, you must also make sure the protection:

- is displayed on the platform side
- can be clearly seen along the whole length of the platform.

When the vehicles are next to a running line

When the vehicles are next to a running line, you must make sure the protection is displayed on the side of the vehicle which is furthest from the running line.

DP You must also carry out the protection arrangements shown in section 8 of this module if:

- the distance between the line the vehicles are on and the adjacent line is less than 3 metres, and
- work is to be carried out on the side of the vehicle that is nearest to the running line.

6.5 If the automatic brake on the vehicle cannot be relied on

DP If the automatic brake on the vehicle cannot be relied on to operate, and work is to be done underneath it, you must also arrange to secure the vehicle with scotches.

If there are other vehicles on the same line, you must secure one or two vehicles on either side by applying the handbrakes or scotches.

6.6 Making sure it is safe to start work

**person
working
on a rail
vehicle**

You must not start work until the DP:

- has carried out the required protection
- tells you it is safe to do so.

You must, if necessary, help the DP to put the protection in place.

6.7 During the work

**DP,
person
working
on a rail
vehicle**

When work is being carried out on the vehicle, you must make sure:

- the vehicle is not moved
- no other vehicles make contact with it.

6.8 When the work is completed or suspended

You must only remove the protection when:

DP

- the work has been completed or suspended
- the vehicles are safe to be moved
- any scotches have been removed
- everyone has moved clear of the line concerned.

You are the only person who can authorise the protection to be removed.

6.9 When the protection has been removed

When the protection has been removed, you must tell:

DP

- the person in charge of the line or siding
- the driver and guard (if present).

7

Walking as a group to or from a failed train

The people responsible: DP, person working on a rail vehicle

7.1 When these instructions apply

DP You must apply these instructions when two or more people are required to walk on or near the line to reach a failed train.

7.2 Before walking to the failed train

a) Contacting the signaller

DP You must contact the signaller and come to a clear understanding about the locations between which the passage of trains must be stopped on all lines.

You must tell the signaller:

- your name
- the name of your employer
- where you are speaking from
- the time.

You may have to wait for a suitable time for the passage of trains to be stopped.

b) When the signaller has stopped the passage of trains

After stopping the passage of trains on all lines, the signaller will make a suitable entry in the Train Register.

DP

If possible, you must countersign the entry. If you cannot do this, you must ask the signaller to read back the entry in the Train Register to you.

You must tell the group the position of the failed train and any known hazards. You may then proceed with the group towards the failed train.

You must not start to walk towards the failed train until the DP tells you to do so.

person
working
on a rail
vehicle

7.3 Arriving at the failed train

a) Telling the signaller

When you arrive at the failed train, you must get all the group into a position of safety. When you have done this, you must tell the signaller:

DP

- everyone has arrived safely
- everyone is in a position of safety
- the passage of trains can restart on the other lines.

b) If the adjacent lines need to stay closed to the passage of trains

If you need the adjacent line or lines to stay closed to the passage of trains while the work takes place on the outside of the train, you must carry out the instructions in section 8 of this module.

7.4 When the work is completed

a) Telling the signaller

DP

You must tell the signaller when the work is completed and how the group will leave the area.

b) Travelling on the failed train

If you can, you must arrange for the group to travel on what was the failed train to the first suitable place where it is safe and convenient for the group to get off.

If it is not possible for the group to travel on the train, you must make sure that everyone is in a position of safety before the train moves off.

c) If the group is to walk back

If the group is to walk back to the original point of access, you must contact the signaller and come to a clear understanding as to the locations between which the passage of trains must be stopped on all lines.

You must repeat to the signaller:

- your name
- the name of your employer
- where you are speaking from
- the time.

You may have to wait for a suitable time for the passage of trains to be stopped, you must make sure everyone in the group stays in a position of safety.

You must make sure that no one begins to walk back until:

DP

- all the arrangements to stop the passage of trains have been carried out
- you have confirmed to all members of the group that the passage of trains has been stopped and it is safe to return to the original point of access.

You must not start to walk back until the DP tells you it is safe to do so.

person
working
on a rail
vehicle

After the signaller has stopped the passage of trains on all lines, the signaller will make an appropriate entry in the Train Register.

DP

If possible, you must countersign the entry. If you cannot do this, you must ask the signaller to read back the entry in the Train Register to you.

You and the group may then return to the original access point.

d) When you arrive at the original access point

When you arrive at the original access point and all of the group are no longer on or near the line, you must tell the signaller:

- everyone has arrived safely
- everyone is no longer on or near the line
- the passage of trains can restart.

8

Working on the side of vehicles that is next to a running line

The people responsible: DP

8.1 When these instructions apply

DP

You must apply these instructions when people are to work on the side of a vehicle that is next to a running line and the distance between the two lines is less than 3 metres.

You must, if you can, arrange for the vehicles to be moved to a safer location.

8.2 If a vehicle cannot be moved

DP

If a vehicle cannot be moved, a COSS must be appointed to:

- take charge of the protection arrangements
- carry out the instructions in module T2 *Protecting engineering work or a hand trolley on a line not under possession* to make sure no one is put in a position of danger.

If you are qualified and certificated to do so, you must carry out the duties of the COSS.

8.3 If a COSS is not available

a) When these instructions apply

You must carry out these instructions and the protection arrangements shown in section 7 of this module:

DP

- if a train is stopped on a running line because of failure or an exceptional incident
- essential work needs to be done on that train
- a COSS is not available
- you are not qualified to carry out the duties of a COSS.

b) Contacting the signaller

Before starting any work on a train, you must:

- ask the signaller to stop the passage of trains on the adjacent line or lines
- reach a clear understanding with the signaller as to which lines have been **blocked** and which lines remain **open**.

You must tell the signaller:

- your name
- the name of your employer
- where you are speaking from
- the time.

You may have to wait for a suitable time for the passage of trains to be stopped.

c) When the signaller has stopped the passage of trains

When the signaller has stopped the passage of trains on the adjacent lines, the signaller will make a suitable entry in the Train Register. If possible, you must countersign the entry.

If you are not in a position to do this, you must ask the signaller to read back the entry in the Train Register to you.

d) Before allowing work to start

DP

You must only allow work to start when:

- the signaller has informed you that all the arrangements to stop the passage of trains have been carried out
- everyone involved clearly understands which lines have been closed to traffic and which lines remain open.

**person
working
on a rail
vehicle**

You must not start work until the DP tells you it is safe to do so.

e) When the work is completed

DP

You must tell the signaller the passage of trains can restart on the adjacent lines only when:

- the work on the vehicle has been completed
- everyone is in a position of safety or is well clear.

9

Safety of carriage cleaners

*The person responsible: **person working on a rail vehicle***

If you are cleaning vehicles next to a running line, you must:

- keep a good lookout
- not leave doors open on the side next to the running line
- not use planks, steps or a long-handled brush on the side next to the running line, unless you have special authority to do so.

**person
working
on a rail
vehicle**

10

Heating or air conditioning of coaching stock

The people responsible: person working on a rail vehicle, rolling stock technician

10.1 Before heating or air conditioning is carried out

person working on a rail vehicle

Before heating or air conditioning is carried out, you must make sure that one of the protection arrangements as shown in sections 3, 4 or 6 of this module (whichever is appropriate) has been applied.

You must also display a notice stating WARNING - HEATING/AIR CONDITIONING IN PROGRESS, if:

- a shore supply is connected, or
- a locomotive is to be attached for pre-heating or air conditioning.

You must display this notice on the vehicle at the opposite end to that to which the shore supply or locomotive is to be attached.

10.2 If work is to be carried out on train heating or air-conditioning equipment

You may only carry out work on train heating or air-conditioning equipment if you are authorised to do so and then only as shown in the relevant safety instructions.

rolling
stock
technician

Before you carry out any work on the train heating or air-conditioning equipment, you must make sure:

- any electrical circuits are made dead
- the train heating connections are disconnected at both ends of the vehicle
- a warning notice CAUTION - DO NOT CONNECT POWER VOLTAGE SUPPLY is displayed at both ends.

11

Working in sidings but not on vehicles

The people responsible: DP, person working in a siding

11.1 When these instructions apply

DP You must apply these instructions when work is being carried in a siding or in an inspection pit, but not on vehicles.

11.2 Providing the correct protection

DP You must not give permission for the work to start until you have carried out the protection arrangements as shown in section 3.2, 3.3 or 3.4 (whichever is appropriate) of this module.

11.3 Before the work starts

person working in a siding

If you are the first person or a group of people to start work, you must ask the DP for permission before you start.

When the DP has given you permission to start work, you must place a red banner, red flag or a red light (steady or flashing) at each entrance to the siding, together with your own personal identification.

If you are starting work in a siding or inspection pit where someone else is already working, you must place your own identification on that protection.

11.4 When the work is completed or suspended

When the work has been completed or suspended, you must remove your own personal identification from the protection.

person
working
in a siding

You must not remove any identification belonging to someone else.

If you are the last person or group to withdraw your identification, you must remove the red banner, red flag or red light placed at the entrance to the siding when:

- the work is completed or suspended, and
- everyone has moved clear of the line concerned.

You must tell the DP when you have done this.

You must then remove any protection for which you are responsible.

DP

The term	Includes or means:
Protection	Ways of making sure that a line is protected. This includes keeping signals at danger, placing detonators on the line, using a track circuit operating clip and showing a hand danger signal.
Rolling stock technician	A person who is authorised and has the necessary technical competence to examine or repair specified items of equipment forming part of a train or vehicle.
Running line	A line as shown in Table A of the <i>Sectional Appendix</i> .
Siding	A line on which vehicles are marshalled, stabled, loaded, unloaded or serviced clear of a running line.
Stop signal	A signal that can show a stop aspect or indication.
Train	Light locomotive, self-propelled rail vehicle or road-rail vehicle in rail mode.
Train Register	The record that signallers keep of: <ul style="list-style-type: none">• train times• other information required by the rules and train signalling regulations to be recorded. It includes an occurrence book or other authorised method.
Your employer	The company, or subsidiary of a larger organisation for whom you work.



Corporate member of
Plain English Campaign.

172

Committed to clearer communication.
