

Guard Duties G1

1600 mm Gauge – Railcar Movements

Before Starting:

Ensure you sign on. By signing on you are declaring you are fit for duty, have had adequate rest, and are not under the influence of drugs or alcohol.

Preparation: Peruse all relevant notices, obtain the relevant red and green flags, keys, First Aid Kit(s), and whistle as necessary. Become familiar with the proposed running for the day, in conjunction with the Operations Manager or other authorised person.

Before any train running commences:

- Inspect the track to be traversed and its surroundings, and complete the form...
“Daily Inspection 1600, 1435, 1067mm Track RSA.2006.25”
- Check and clean as required, all rail cars to be used on that day
- Check that the fire extinguishers are on board and in place.
- In conjunction with the rail car driver, ensure all vehicles are correctly coupled including the air brake pipes, and conduct appropriate air brake tests

Collect rail car and enter traffic:

- Ensure that the driver is also familiar with the workings for the day
 - Pilot the rail car/s from the stabling position to the train starting position
 - If movements are required outside the fenced property, ensure the road stop signs are in place, the museum property gates are open, and it is safe to proceed through them.
 - Check with the driver that all buzzer push buttons are working
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Train running during the day:

- Once the train has stopped at the train starting position, ensure that any appropriate portable steps are in the correct position
- Assist with the loading and unloading of passengers and equipment
- Confer with the driver throughout the day
- When all passengers are onboard, board an appropriate position on the train
- Check both sides of the consist and ensure no one is in any dangerous position
- Check that all doors are closed and locked
- Give the appropriate starting signal to the driver
- Count and record the passenger numbers
- If railcars are required to push back, maintain a careful watch of the track ahead
- Maintain a careful watch on the progress of the train
- Display appropriate signals to the driver as necessary

Emergency Management:

Stopping the train in an emergency:

If in an emergency you need to stop the train, but the driver cannot see and/or hear your stop signal, open the emergency air brake valve mounted in the vehicle. Once the train has stopped, confer with the driver regarding the emergency. Only after the situation is clearly understood and safe, close the emergency air brake valve and restart the train.

If you believe the driver is in difficulty and cannot stop the train, by seeing appropriate signals being displayed by the driver, which may include multiple blowing of the rail car whistle, open the emergency air brake valve mounted in the vehicle. Once the train has stopped, confer with the driver regarding the emergency. Only after the situation is clearly understood and safe, close the emergency air brake valve and restart the train.

Ongoing Emergency Management:

The guard shall manage the ongoing emergency including, if necessary, passenger evacuation as per:

“Emergency Management - Rail Operations RSA.2017.355 – Protocol Part 1”

Stabling the train: Once the last train movement for the day has been completed, and the museum property gates closed and locked as necessary, signal the driver back to the stabling position, and carry out the following -

- Position and stop the train
- In conjunction with the driver, apply appropriate hand brakes and wheel chocks
- Assist with cleaning train carriages, shut all windows and close and lock all doors
- Ensure all necessary documentation is completed, including passenger counts
- Ensure that the museum property gates are closed and that the road side stop signs have been placed back in their storage position within the museum.
- Report any incidents as necessary to the Operations Manager or authorised person
- Return flags and whistle to the appropriate place