

Guard Duties No.G2

1067 mm Gauge – Passenger Consists

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, complete the necessary inspections and forms for the vehicles being used, and obtain red and green flags , keys, first aid kit(s), hand-held transmitter for operating the Steamshed Crossing, and whistle as necessary. Become familiar with the proposed running for the day, in conjunction with the Operations Manager or other authorised person, and carry out the following duties -

Before any train running commences:

- The inspect the track to be traversed and its surroundings, and complete the form...
“Daily Inspection 1600, 1435, 1067mm Track RSA.2006.25”
- Check that both fire extinguishers are on board and in place.
- Check and clean as required, all vehicles to be used on that day
- Prior to any brake test ,ensure the train consist chocks are in position, all brake blocks are present and in position, and then release all hand brakes
- Ensure all vehicles are correctly coupled including the safety chains, and that where necessary the air brake pipes are connected and the taps are set to the correct position.
- In accordance with
“Guidelines for the function of Train Examining (braking) on passenger carrying consists RSA 2102 352”
 - After making sure the rear and leading end air brake taps on the train consist are closed, start the air compressor mounted in the V van coupled to the train
 - Check the air brake gauge in the brake van has registered the correct reading
 - Fully open the emergency air brake valve mounted in the brake van and watch the air brake pressure fall to zero on the air brake gauge
 - Inspect that the brakes have applied to all wheels on the consist and that piston travel is acceptable
 - Close the emergency air brake valve mounted in the brake van and watch for the pressure to rise to the correct reading on the air brake gauge
 - Stop the air compressor, and apply sufficient train consist hand brakes, and remove any wheel chocks

continued

Collect engine and enter traffic:

- Ensure that the driver of the engine to be used on the train is also familiar with the workings for the day
 - Pilot the engine from the stabling position and couple onto the train consist
 - Ensure that the safety chains are connected
 - Ensure that the air brake pipe is correctly connected, that the carriage train tap is open, and then start the air brake compressor
 - Then in accordance with
 - “Guidelines for the function of Train Examining (braking) on passenger carrying consists RSA 2102 352” and, in conjunction with the driver,
 - Check the train consist air brake system and carry out the appropriate air brake test.
 - Display a Stop signal to the driver, check that brakes have applied on the consist
 - Then display an All Clear signal to the driver, and check that the brakes have released on the consist.
 - Once the guard and driver are both satisfied that the brake system is working correctly,
 - Record the details of the inspections and braking tests on “Daily Inspection – Passenger Carrying Train Consists” RSA 2006 15”
 - Signal the driver to proceed to the appropriate train starting position.
 - Ensure that the museum property gates are open and that the road side stop signs are in place and it is safe to proceed through them.
 - ~~Check that the Steamshed crossing is activated for 1067mm operation after the consist is positioned at Woodville North ready for first departure~~
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Train running during the day:

- Start the air brake compressor at the beginning of train running for the day, and only stop the compressor for re-fuelling, or if problems develop, or as directed by an authorised person
- Once the train has stopped at the station, ensure that the appropriate portable steps are in the correct position
- Assist with the loading and unloading of passengers and equipment e.g. pushers
- Confer with the driver throughout the day
- When all passengers are onboard, count and record the passenger load, close the carriage doors, and board the brake van guard’s compartment
- Check both sides of the consist and ensure no one is in any dangerous position
- When departing from Woodville North, press the button on the hand-held transmitter to Start the crossing signals at the Steamshed Crossing
 - ## Should the train not then proceed to pass the crossing, the guard **MUST** then go to the crossing and cancel the bells by pressing the red cancel button on the outside of the equipment cubicle.
- Give the appropriate starting signal to the driver
- Once acknowledged by the driver and the train begins to move, give the appropriate second all right signal
- Maintain a careful watch of the track ahead particularly when the train is pushing back
- 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 and/or fireman cannot see and/or hear your stop signal, open the emergency air brake valve mounted in the guard's compartment of the brake van. Once the train has stopped, apply hand brakes as necessary then confer with the driver regarding the emergency. Only after the situation is clearly understood and safe, close the emergency air brake valve, release the hand brakes 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 and/or fireman, which may include multiple blowing of the engine whistle, open the emergency air brake valve mounted in the guard's compartment of the brake van. Once the train has stopped, apply hand brakes as necessary then confer with the driver regarding the emergency. Only after the situation is clearly understood and safe, close the emergency air brake valve, release the hand brakes 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, apply all train consist hand brakes, and stop the compressor, and position all necessary wheel chocks
- Uncouple the engine, including all relevant couplings, chains and air brake hose
- Signal the driver to proceed to the loco stabling position
- Ensure that the museum property gates are closed and that the road side stop signs are relocated within the museum.
- ~~Bleed all air from the air brake system~~
- Assist with cleaning train carriages, shut all windows and close and lock all doors
- Ensure all necessary documentation is completed, including the Basic Inspection form and if required the passenger count sheet
- Report any incidents as necessary to the ~~Site~~ Operations Manager or authorised person
- Return flags and whistle to the appropriate place

NOTE: the operation of the power generator and air brake compressor is important for the safe operation of the air brake system. If unsure of its operation, at any time either prior to or during train running, please contact the Operations Manager or authorised person. If this equipment is or becomes inoperable in the course of operations that day, the train may still operate, but only after the Guard has received approval from the Rail Safety Manager or Operations Manager.