

Shunter Duties S1

1600/1435/1067mm Gauges

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

- Before any shunting movements take place, prior approval must be obtained from the Rail Safety Manager or Operations Manager who will confirm that the shunting will not conflict with any other museum related event or activity.
- 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.
- If access within the 457mm gauge circuit is required, ensure the track panels are removed and stored in a safe place, and the 457mm gauge STOP boards are installed either side of the sections involved.
- Safety footwear and authorised high visibility vests must be worn by all involved with the movement.
- All tracks and points to be used shall be inspected prior to any shunting.
- Confer with the driver of the locomotive involved, to ensure that the driver is also familiar with the expected movements.

Public Safety

- When possible, shunt movements should be conducted out of visitor's hours.
- If public areas are affected, particularly within the display pavilions, careful checking and visitor announcements must be made in advance of the movement.
- Due diligence, and the safety of others and property, must always come first. If unsure of the movement, signal, point setting, coupling pin, clearance, or the position of others - volunteers or visitors, STOP THE MOVEMENT and confer.

Rail Safety Worker Safety

- Always stand or position yourself where you can be clearly seen by the driver/observer or other suitably qualified RSW, relaying your signal. Do not get distracted.
 - Shunters must not board or alight from a moving train and they must take every opportunity to prevent the public from doing so.
 - Shunters must never move between vehicles for coupling or other tasks unless the vehicles are stationary and the driver is aware of the intended action.
 - When riding on moving vehicles always ensure you have a safe and secure footing and a good grip on the handrail whilst displaying a signal.
 - Always be on alert and recognise where danger exists, and be on guard and actively promote safety first. If any danger or risk presents itself, stop the movement and confer with the loco crew before continuing the shunt.
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Vehicle & Site Preparation

- Check the vehicles to be moved – e.g. hand brake condition, wheel chocks, unsecured doors, loose loading, obstructions, clearances through gates or doorways, air brake hoses and couplings etc.
- If shunting within the display pavilions, check and remove flangeway track filler strips and move any nearby furniture steps., and disconnect any power connections.

Shunting

- Recheck to ensure that the driver is also familiar with the expected movements.
 - Recheck the area is clear of non-involved personnel and if necessary arrange for a public announcement to be made warning of the movement
 - Always stand or position yourself where you can be clearly seen by the driver/observer or other suitably qualified RSW, relaying your signal. Do not get distracted.
 - Do not rely exclusively on hand signals, and whenever possible, verbally advise the driver of the anticipated movements and positioning of the vehicles.
 - Hand signals must be displayed promptly, accurately and be alert if other qualified RSW are involved with relaying hand signals or instructions.
 - Any unclear signal and/or if you lose sight of the qualified RSW relaying any signal, stop the movement immediately. Do not recommence the movement until all matters are clearly understood.
 - Loose shunting is NOT permitted.
 - DANGER: Ensure any roller doors are opened enough so that protruding parts on the roof of any rolling stock clears the doors. Things like water tank, antenna's and other objects must be taken into consideration when working out the height the door should be opened. If you have not opened a museum roller door before, seek training first. When opening a roller door, the bottom edge must not go past the safety marks on the tracks. Should this occur, do not attempt to close the door, but seek help from an experienced person. Failure to do so could cause the door to come crashing down and cause serious injury.
 - Ensure any protruding parts from any rolling stock including loads clears all building, gates etc. along the path of the shunt.
 - When positioning rolling-stock, ensure it is placed correctly, and, if fitted, apply the hand brake, and/or install a wheel chock, before uncoupling from other vehicles and/or the locomotive.
 - If shunting with air-brake fitted and operating on the vehicles, ensure that the driver is aware of the air brake status, ensure that the airbrake hoses and air taps are correctly connected and air taps are in the correct position.
 - NG = Taps are on if the handle is across the pipe.
 - BG = Taps are on when the tap handle is with the pipe.
 - If involved with multi-gauge track work and/or a movement involving different gauge vehicles, always ensure that the movement will not be derailed by the change of gauge and/or the separation of the vehicles of differing gauges.
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Completing the task

- When the movements are completed, ensure wheel chocks are in place, and/or sufficient hand brakes are applied on the vehicles.
- Reset and lock all points to their normal state.
- Where necessary ensure that the museum property gates are closed and locked and that the road side stop signs have been placed back in their storage position within the museum.
- Restore any track filler strips.
- Replace any furniture, steps etc., and reconnect any power connections that may have been affected to facilitate the shunt
- Close any normally closed doors
- Complete any reports required for the particular shunt.