

# **1. GENERAL RULES**

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## **Rules 1 to 6**

**Amended to 1st June 2004**

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**1. BOOK OF RULES AND OPERATING PROCEDURES  
1994**

**(a) To Be Strictly Observed**

It is of the utmost importance that each Rule and Instruction should be properly and fully enforced.

Every Rule or Instruction is based upon an established principle of safe working, and is laid down as the means for avoiding a repetition of some known accident, and if any employee wilfully ignores any such instruction or permits it to be ignored, they risk a recurrence of the conditions that the instruction was designed to prevent.

Every employee is personally answerable for their own conduct, and the excuse offered in some cases that it was not the practice to strictly comply with some phase of a Rule or Instruction will not be accepted, however unimportant a Rule or Instruction may appear to be.

This book supersedes the 1987 'Book of Rules and Regulations', the '1979 General Appendix' and all other Safeworking Instructions issued as additions or amendments to the aforementioned books.

**(b) Safety and Conduct**

Safety must be uppermost in the mind of every employee.

Employees must not endanger themselves or others in the execution of their duty.

The Public Transport Corporation will provide and maintain, as far as practicable, a work environment that is safe and without risk to the health of staff and others in the workplace.

Supervising officers must keep proper records for the scope of their responsibility.

Supervising officers must ensure that all staff have undertaken the necessary training and are competent to carry out their duties.

**By Order: Superintendent Safeworking  
Public Transport Corporation**

## **2. HOW TO FIND INFORMATION IN THE BOOK OF RULES AND OPERATING PROCEDURES**

### **(a) Book Structure**

The Book of Rules and Operating Procedures consists of two major groups of divided sections:

- (1) Rules previously known as Regulations: Sections 1 to 25
- (2) Procedures and Instructions: Sections 26 to 35

All rules and procedures are to be known by their Section name and Rule (Heading) number.

#### **Book Master Table of Contents:**

A Master Table of Contents is available at the front off the book in the General Rules Section. This Table of Contents covers the total range of topics in the book. The Master Table of Contents displays all Sections, all rule/procedure numbers and headings from the relevant section. The section and page numbers are shown for each rule/procedure.

#### **Section Table of Contents:**

Section Table of Contents are located at the start of each of the 35 sections. The Section Table of Contents shows the same information as displayed in the master Table of Contents and additionally one level more of information ie Section 2, Rule 1(a). The Section Table of Contents is a structured overview of the exact content of the section with cross reference to a page number.

#### **Book dividers:**

Book dividers are provided for related groups of rules and operating procedures. These allow quick navigation using the group name on the tab of the divider.

For example; in the Section 'Fixed Signals', there are twenty three rules, numbered 1 to 23. Each rule consists of a number of elements which can be identified by their paragraph number and title.

### **Note:**

To fully identify a rule it is necessary to quote the Section name, rule number and the paragraph numbers as necessary to identify a particular element ie 'Fixed Signals Rule 1(a)' refers to Semaphore Signals.

### **Page Numbers:**

All pages are identifiable by section number and page number; ie. page 2-4 represents page 4 in section 2 (Fixed Signals).

## **(b) Browsing**

The structured levels of the book allow quick access to information through the following process:

- (1) Open the Book of Rules and Operating Procedures.
- (2) Review the tabbed sections to find the major topic or group.
- (3) Either review the Master Table of Contents at the front of the book to isolate the topic, or
- (4) go to the selected section and review the structure of the Section Table of Contents.
- (5) Scan the major headings (Rules/Procedures), then isolate the specific topic within the Rule/Procedures of interest; obtain the page number and review the relevant pages.

Hint: Use the Table of Contents as a means of obtaining an overview of the content. Once at the relevant page(s) scan the pages for the specific areas of interest using the major and minor headings as an aid. This is a structured book with large text headings to assist you in finding information quickly.

## **3. GENERAL RULES**

The following meanings apply throughout these Rules and Operating Procedures:

### **(a) Corporation**

Means the Public Transport Corporation of Victoria.

**(b) Singular and Plural**

Words importing the singular number will be deemed to include the plural number, and words importing the plural number will be deemed to include the singular number.

**(c) Gender**

Where the Gender Term is Used, it Applies Equally to Each Gender.

**(d) Competent Employee**

Competent employee shall mean any employee who has demonstrated by maturity and knowledge and has passed the necessary examination or instruction to be competent to perform the allotted duty as required by these instructions.

**(e) Stationmaster**

Stationmaster means the person for the time being in charge of the station, pier, goods shed, siding or other place.

**(f) Driver**

Driver will mean the person for the time being in charge of a steam, diesel, electric locomotive or an electric train or any type of self-propelled vehicle classified as a train.

**(g) Train Crew**

Train Crew will mean any competent employee including any assistant to the Driver, temporarily appointed for the purpose of the operation of the train, and shall include any officer or employee travelling in a private capacity, who may be called upon to assist the Driver.

**(h) Train Examiner**

Train Examiner will mean an employee appointed to examine all classes of vehicles on a train, except locomotive or the electrical gear of electric trains.

**(i) Signaller**

Signaller will mean an employee in charge of the working of points or signals or of an interlocking apparatus or signal control panel.



**(j) Signalbox**

Signalbox will mean the place where points, signals, interlocking apparatus or signal control panels are operated.

**(k) Train Controller**

Shall mean the Train Controller directing movements of trains under the 'Train Control system'

**(l) Locomotive**

Locomotive will mean locomotive (with or without a tender), and as far as it may apply, shall include a motor car, ie any railway vehicle equipped with electric motors for the working of a train.

**(m) Rail Motor**

Rail motor will mean any type of self-propelled vehicle classified as a train.

**(n) Train**

The term train includes rail motor, motor car and light locomotive, ie a locomotive without a vehicle attached.

**(o) Goods Train**

Goods train will include all trains except passenger trains.

**(p) Ballast Train**

Ballast train will mean any train used to deliver or collect ballast or other material; and any water train.

**(q) Relief Train**

Relief train will mean any train which is proceeding to, or returning from, the scene of any accident.

**(r) Level Crossing**

Level crossing will mean an intersection of the railway line with any public carriage roadway.

**4. SAFETY OF THE PUBLIC**

The safety of the public shall be the first and most important duty of every officer and employee.

**5. BOOK OF RULES AND OPERATING PROCEDURES  
1994**

**(a) Availability and Use of the Book**

Each employee whom the respective Directors consider should be acquainted with these Rules and Operating Procedures and Instructions must be issued with a personal copy. A record of issue must be kept by the line Manager.

**(b) Other Books of Instruction and Notices**

When on duty, every employee must be supplied with a copy of these Rules, or any relevant extracts from these Rules or any other book of instruction by their Supervising Officer.

The exception being where two or more employees are working at one location, it will not be necessary to issue multiple copies of the Rules or any other books, provided all employees have access to the Rules or books.

**(c) Notices of Signals or Alterations**

Supervising officers are responsible to issue to each Driver working over the affected line, a copy of every printed and written notice of signals and other alterations immediately they are received.

When the Driver has received the notice, the Driver must sign in the appropriate book, for future reference.

The exception to the provisions of this Rule is where a personal file, clearly marked with the employee's name and grade is provided. It is the employee's responsibility to check the contents of their file when coming on duty.

A permanent listing of the instruction issued is to be displayed in a prominent position in the sign-on area for the information of all concerned.

**(d) Drivers to be in Possession of Notices**

Drivers on duty must ensure that they have a copy of all relevant notices relating to signalling and general working of the line.

**(e) Lost Copies of the Book of Rules and Operating Procedures Book 1994**

If any employee of the Corporation loses their copy of the Rules or other document necessary for their duties, they must immediately obtain another copy from their supervising officer.

**(f) Clarification of Duties**

If any employee does not understand their duty, or needs further clarification, the employee must immediately ask their supervising officer for instructions.

**(g) Employees to Report Any Fires Or Obstruction**

Any employee knowing of a fire or of an accident, or of any obstruction or potentially dangerous defect must:

- (1) immediately report the circumstances, or
- (2) ensure it is being reported immediately to the nearest station official, Train Controller or Signaller, and
- (3) render any assistance as circumstances require.

**(h) Employees to Be Accredited**

Only accredited employees can operate mechanical or electrical plant. Every employee must:

- (1) ensure they are in a safe place before using any tools or appliances,
- (2) wear high visibility clothing or other personal protective equipment when working on or within two metres of the line,
- (3) not walk along the line nor cross the rails (except at a public crossing) unless it is necessary for them to perform their duties or are using an authorised walking route to or from their place of work,
- (4) be trained in the Rules and Procedures necessary for them to carry out their duties safely.

**(i) Competency of Employees: Demonstration of Knowledge of Employees**

Employees must demonstrate by the knowledge, maturity, examination or understanding of an instruction that they are competent to carry out their duty.

**(j) Age Limit of Employees**

No employee under the age of 18 years will be involved in any aspect of safety of the line or the working of traffic unless under proper supervision.

**6. CHANGE OF DUTY**

**(a) Punctual Change of Duty**

The employee who is to be relieved must not, in any circumstances, leave duty until the relieving employee arrives.

**(b) Communication of Information**

When the relieving employee arrives on duty, all matters relating to the duties to be performed must be communicated and if it is relevant, attention must be drawn to the position of trains particularly if there are any overdue.

**(c) Sobriety of Relieving Employee**

The employee finishing duty must be satisfied as to the sobriety of the relieving employee, and must not leave duty if there is any doubt.

**(d) Uniform Time to Be Kept by All Stations, Drivers and Competent Employees**

**Clock Regulation:**

Stationmasters, officers-in-charge and Signallers will be held responsible for keeping clocks properly regulated, and must immediately report any defects.

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