

## **17. USE OF HOME AND DISTANT SIGNALS**

If the distant signal is at 'Caution', the 'Stop' signal must be exhibited at the home signal until the approaching train has passed the distant signal. Provided the line is clear, the 'Proceed' signal is then to be displayed at the home signal for the passage of the train.

## **18. CALLING-ON AND LOW SPEED SIGNALS**

### **(a) Use of Calling-on Signals**

When a calling-on signal is placed to the 'Proceed' position, the Driver must advance cautiously past the home signal and be prepared to stop short of any obstruction.

### **(b) Position of Calling-on Signals**

Unless otherwise instructed, the calling-on signal must remain in the 'Normal' position until the train has been brought to a stand at the home signal on which the calling-on signal is fixed.

### **(c) Calling-on Signals and Low Speed Signals**

Low speed signals apply to sidings only, except where otherwise defined.

A low speed signal is positioned on the post of a home signal and is indicated by a light signal, but is not visible except when a low speed signal is required.

### **(d) Failure of Signalling**

In case of failure of signalling apparatus, a low speed 'Caution' signal may be displayed for any of the running lines to which the home signals apply, if:

- (1) a second train has to enter the section to render assistance to a failed train, or
- (2) the home signal has failed.

When the low speed signal is used for a train movement to any line other than a siding, the details must be recorded in the Train Register Book.

**(e) Procedure for Low Speed Caution Signal**

Under the circumstances previously listed, if the Signaller needs to display the low speed indication for train movements other than to a siding line, the Signaller:

- (1) needs to set the correct points and operate the lever which governs the home signal, and
- (2) press the pushbutton firmly home.

Provided all signals on the post are in the 'Stop' position, the low speed 'Caution' signal will be displayed.

**(f) Low Speed Signals not Returned to Stop**

At certain locations, low speed signals may not be returned to the normal position after the passage of the train. When the train has passed, the Signaller must promptly return the signal lever to the normal position which will restore the pushbutton to its normal position.

**(g) Driver's Responsibility Regarding Low Speed Caution**

It must not be assumed that when the low speed 'caution' signal is displayed at a home or dwarf signal, that the line is unoccupied. It is the Driver's responsibility to ensure safe running of the train.

**(h) Train Permitted to Enter an Occupied Line**

When the Signaller receives permission from the Competent employee for a train to proceed to a platform which is already occupied, the Competent employee must ensure that the line is kept clear up to the point where the incoming train is to stand. Before the train is allowed to enter the station, the Signaller must:

- (1) adhere to any special instructions,
- (2) ensure the line is clear up to the point where the incoming train is to stand,
- (3) stop the incoming train,
- (4) verbally caution the Driver, and
- (5) caution the Driver by a green hand signal held steadily in the hand.

**(i) Home Signal Some Distance from Signalbox**

When the train is at the home signal and is too far away from the signalbox for the Signaller to communicate verbally with the Driver, the Signaller must:

- (1) place the signal at the 'proceed' position after bringing the train to a standstill,
- (2) stop the train at the signalbox by exhibiting a red flag by day and a red light by night,
- (3) verbally instruct the Driver to proceed cautiously to the rear of the stationary train, and
- (4) ensure that a green flag by day or a green light by night, held steadily in the hand, be displayed to the Driver.

**(j) Obstruction Between the Home Signal and the Signalbox**

If an obstruction is between the home signal and the Signalbox and a calling-on or low speed signal is not provided, the Signaller must:

- (1) keep the signals at the 'Stop' position until the train is at a standstill, and
- (2) verbally instruct the Driver as described above or be informed by the Competent employee that the Driver has been clearly instructed.

It is the responsibility of the Competent employee in that case to arrange for the Driver to be piloted to the obstruction.

**(k) Provision of Low Speed or Calling-on Signal**

If a Calling-on or Low Speed is provided, it is not necessary to verbally caution the Driver. Before the Calling-on Low Speed signal is exhibited, the train must be stopped at the Home Signal unless otherwise instructed. Where the second train is signalled onto an occupied platform track on a Low Speed Caution aspect, it will not be necessary for a competent employee to take up a position on the platform to control the movement.

*Where a train or locomotive arriving into a track already occupied is required to attach to the train occupying that track, a competent employee must be in attendance to control the movement.*

**(l) Signals Controlled by Track Circuit**

Where a home signal at a station is electrically controlled by a train or vehicle ahead of the signal, and a calling-on or low speed signal is not provided, a train, which has to be brought into the obstructed line, must be brought to a stand. The Driver must be piloted by a Competent employee to where the train is required to draw up.

**(m) Advice to Driver of Second Train**

Before giving directions for the train movement, the Competent employee must:

- (1) obtain permission from the Signaller to commence the movement,
- (2) personally inspect the setting of the points,
- (3) take up a suitable position to control the operation by hand signal.

The Signaller must use the applicable signal lever to ensure security of the interlocking. However, if the line is track-circuited, the signal itself will remain at 'Stop'.

The competent employee in charge of the platform directing the movement, must take up a position convenient for controlling the operation by hand signal

**(n) Second Train on the Same Line**

When a train is allowed to proceed towards the rear of a train, and the front train is started and then has to be stopped, the Driver of the second train must be advised before the Driver of the front train is allowed to stop.

When a train is shown a 'Proceed' signal to run on a line at a station or siding or leave a station or siding, and a second train is behind, the Driver of the second train must proceed at a suitable distance to allow for sudden stopping. The Driver of the second train must stop at the signal and not proceed until it has been replaced to the 'Stop' position and the 'Proceed' signal is again exhibited.

**(o) Speed of Second Train on Line**

When the necessary fixed signal is exhibited to allow a second train to leave a station or siding to run towards a train ahead of the signal, the Driver of the second train must proceed at a suitable speed to be able to stop before reaching the first train.

**19. STARTING SIGNALS**

Starting signals control the entrance of trains into the section ahead, and must not be passed when at the 'Stop' position, except as provided in the following:

- (1) the signal is defective and the Signaller gives authority,
- (2) the points of sidings or cross-over road are so close to the signal that it is necessary for the signal to be passed for station work, to perform the work Drivers may pass the signal if directed by the Signaller, either verbally or by a green hand signal held steadily in the hand. Drivers must not proceed until the 'Proceed' signal is exhibited by the starting signal.
- (3) authorised by the Pilot to enter a section where the traffic of a double line is being worked over a single line during repairs or obstruction,
- (4) the starting signal is controlled by a track circuit on lines where the double line block system is in force and a second train is required to enter the section to assist a disabled train.

**20. STARTING SIGNALS PLACED AT 'STOP'**

**(a) Starting Signal to be Placed at 'Stop' Position**

When a train has moved forward into the section in advance, the starting signal controlling the trains into the section must be kept at the 'Stop' position until it is necessary to place it to the 'Proceed' position to allow a following train to pass, in accordance with the Rules and Operating Procedures.

**(b) Use of Signal Lever Sleeves**

If the Signaller does not have permission for a train to enter the section, a train is not to enter the section in advance. The Signaller must place and maintain the signal controlling the entrance into the section in advance to the 'Stop' position and secure the signal lever by means of a lever sleeve, or any other appliance provided.

**(c) Home and Distant Signals with Starting Signal at 'Stop'**

When the starting signal is at 'Stop', the home signal and distant signal must be kept at the 'Normal' position.

When a following train is near the home signal and is nearly at a standstill, the home signal may be placed to the 'Proceed' position if the line for the approaching train is clear.

**(d) Train Brought to a Stand at Starting Signal**

When a train has passed the Signalbox, and is brought to a stand at the starting signal, the Driver must understand that the 'Proceed' signal, when exhibited at the starting signal, indicates that the line is clear only to the home signal at the forward block Signalbox.

**(e) Use of Starting Signal During Inclement Weather**

During inclement weather or if visibility is limited, trains waiting 'Line Clear' must be kept within the sight of the Signaller and must not be sent towards the starting signal in advance position, unless specifically authorised.

During inclement weather or for any reason the Signaller cannot see if the last vehicle of a train has passed the signal controlling the entrance of trains to the block section, the signal lever must not be put back until the Signaller is satisfied that the train has passed the signal.

The exception to this rule being if there has been an accident or there is an obstruction.

**21. HAND SIGNALS**

These signals are made with flags by day and with lamps by night or during inclement weather. A red flag or red light denotes 'Stop'. In the absence of a red light any light waved violently denotes 'Stop'.

## **Fixed Signals**

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### **(a) Hand Signals and Fixed Signals**

The fixed signal must always be used where one is provided, hand signals must not be used or accepted instead of an operational fixed signal, except in case of danger.

When a hand signal is necessary, it must be given from a clear position so there cannot be any misunderstanding by the Driver or others of the intention of the signal and to which train it refers.

Where a hand signal is to be given from the Signalbox, the Signaller must always exhibit a hand signal from outside the Signalbox, either by flag or lamp.

### **(b) Hand Signal Lamps and Flags**

**Signallers must always have hand signal lamps ready for use from dusk to clear daylight and during inclement weather, and Flags [Red & Green] from clear daylight to dusk. SW.1166/99**

If the Signalbox is under a bridge or tunnel or where there is a tunnel within 400 metres of the Signalbox, the hand lamps must be held for use while the Signalbox is open, except where instructions are issued to the contrary.

Hand lamps and flags, when used as signals, must always be held in the hand and not put on or stuck into the ground, or fixed elsewhere, except where they are used for the purpose of marking the actual point of obstruction.

### **(c) Description of White or Green Hand Signals**

Shunting

Move forward in shunting.....White light slowly waved up and down

Move back in shunting.....White light slowly waved from side to side

Move forward slowly in shunting.....Green light slowly waved up & down

Move back slowly in shunting.....Green light slowly waved from side to side

To indicate to Signallers at night.....Green light held steadily in hand when points may be moved for shunting.

# VICTORIAN RAIL TRACK CORPORATION

## SAFEWORKING DEPARTMENT

SW. 1166/99

SW. 1166/99

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Safeworking Department  
Level 3, Transport House,  
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21st July 1999

## AMENDMENT

### 1994 BOOK OF RULES AND OPERATING PROCEDURES

### HAND SIGNAL LAMPS AND FLAGS

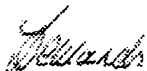
Delete the existing Rule 21B ( Page 2-28 ) of the Book of Rules and Operating Procedures and insert the following. The first sentence only has been amended.

#### (b) Hand Signal Lamps and Flags

Signallers must always have Hand Signal lamps ready for use from dusk to clear daylight and during inclement weather, and Flags ( Red and Green ) from clear daylight to dusk.

If the Signalbox is under a bridge or tunnel or where there is a tunnel within 400 metres of the Signalbox, the hand lamps must be ready for use while the Signalbox is attended.

Hand Lamps and Flags, when used as Signals, must always be held in the hand and not put on or stuck in the ground, except where they are used for the purpose of marking the actual point of obstruction



**D.WARD**  
MANAGER RAIL SAFETY

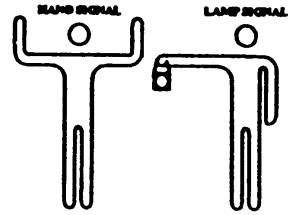


To indicate to the Driver and competent employee assisting a shunting movement that interlocked points are properly positioned for shunting, when not controlled by a fixed signal	Green light or flag held steadily in the hand by the Signaller
To authorise Driver to proceed, where there is no starting signal	The Signaller steadily holds a green light or flag and verbally instructs the Driver that the section is clear
To authorise Driver to pass starting signal at the 'Stop' position for station work	The Signaller steadily holds a green light or flag
<b>Permanent Way Operations</b>	
In clear weather to tell Driver to reduce speed for permanent way operations	The Ganger to slowly wave a green light or flag from side to side
In inclement weather or during bad visibility (after the explosion of the audible track warners and exhibition of the red hand signal) to tell Driver to reduce speed for permanent way operations	A green light or flag slowly waved from side to side and the Driver verbally warned, after the train has been brought to a stand
To authorise Driver to proceed when a fixed signal is out of order	Green light or flag held steadily by hand Signaller at the signal after the Driver has been verbally advised
To indicate to Driver that section is clear but station or junction is blocked	Green light or flag held steadily by Signaller after bringing train to a stand and giving a verbal warning
To caution Driver entering an occupied line and a calling-on or low speed signal is not provided	Green light or flag held steadily by Signaller after bringing train to a stand and giving a verbal warning
To indicate to the Driver that the train is divided	Green light or flag moved in a vertical circle by Signaller

**Hand Signals**

'Stop' signal

By day, both arms raised above the head



'Stop' signal

By night, a red light or any light waved violently

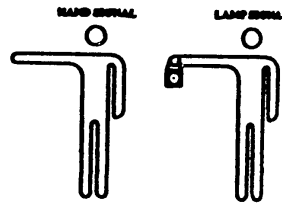
'Caution' signal

One arm raised above the head



'All Right' signal

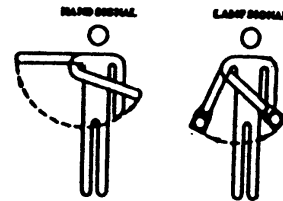
One arm held in a horizontal position. By night a white light held steadily in the hand



In shunting operations by day and night or during inclement weather, the following hand signals must be used:

To move backward (towards the person giving the signal)

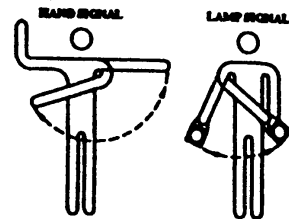
By day, one arm moved inwardly across the body.



By night, a white light slowly waved from side to side across the body

To move backward slowly (towards the person giving the signal)

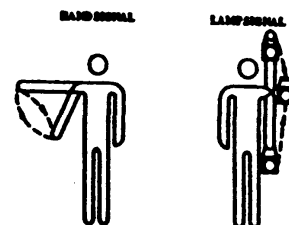
By day, one arm aised above the head and the other waved inwardly across the body



By night-a green light slowly waved from side to side across the body

To move forward (go away from the person giving the signal)

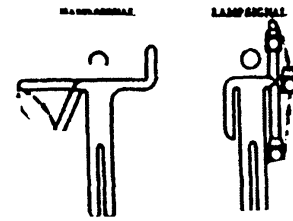
By day, one arm waved in a circular motion away from the body



By night, a white light slowly waved up and down

To move forward slowly (go away from the person giving the signal)

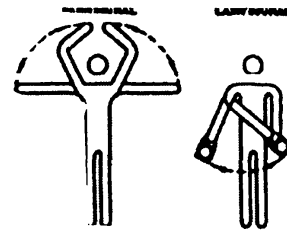
By day, one arm raised above the head and the other moved in a circular motion away from the body



By night, a green light slowly waved up and down

To uncouple -ease up (move slowly towards the person giving the signal)

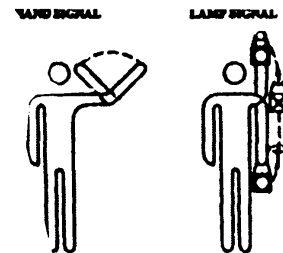
By day, both arms raised above the head forming an arch then separating



By night, a green light slowly waved from side to side across the body

To kick

By day, one or both arms held level with the shoulder, elbow bent, and the forearm swiftly waved in an out towards the head.



By night, a white light quickly waved, the light visible only above the shoulder and below the waist of the person giving the signal

At night the kick signal must be preceded by a 'Move back' signal and must not be displayed until the locomotive is moving back.

## 22. RADIO SIGNALS

### (a) Radio's and Shunting Operations

Where radios are used for shunting operations the competent employee in charge of the shunt must be ready to give any necessary hand signals and the driver must be ready to receive hand signals.

When a shunting operation is commenced using radio it should be completed using radio. Except in an emergency the method of shunting must not change from hand signals to radio, or from radio to hand signals, without first stopping the shunt, informing the driver of the changed procedure and receiving confirmation from the driver of the change.

**(b) Use of Radios**

The competent employee in charge of the shunt must frequently speak to the Driver during shunting operations using the radio.

If the Locomotive Driver does not receive a regular transmission in accordance with the requirements of the shunt, the movement must be stopped until a clear understanding is reached with the competent employee controlling the movement.

If in any doubt regarding the safety of the movement, the Driver must stop the movement and assess the situation.

**(c) Failure of Radios**

If the radio being used by the driver or competent employee fails, hand signals are to be adopted until replacement/s are available.

**(d) Direction of Movement**

**(i) Wagons Attached**

The direction of movement of locomotives/wagons is related exclusively to which end of the wagons the locomotive is attached and has no relationship:

- to which direction the front or back of the locomotive is facing.
- to which end of the locomotive the driver is positioned.
- to which direction 'up' or 'down' the train is being worked.

**(ii) Light Engine**

The direction of movement of a light engine is given in relation to a designated point (which may be a landmark or feature). Light Engine movements must not take place until a clear understanding is reached between the driver and competent employee in charge of the shunt regarding the designated point.

### (e) Commands for Shunting Using Radio

‘Move Forward’	Pull (haul) the wagons that are attached to the locomotive.
‘Move Back’	Push (propel) the wagons that are attached to the locomotive.
‘Move Forward Slowly’	Slowly pull (haul) the wagons that are attached to the locomotive.
‘Move Back Slowly’	Slowly push (propel) the wagons that are attached to the locomotive.
‘Red Light’	Stop all movements.
‘Ease Up’	To bunch up vehicles to uncouple. When about a couple a vehicle to another.
‘Reduce Speed’	Approaching a signal in a propelling movement and signal at ‘STOP’ position. Approaching level crossing protected by flashing lights and bells. Approaching stationary vehicles or Buffer Stop in propelling movement.
‘Kick’	When loose shunting, to propel the rake rapidly prior to uncoupling wagons. (Loose shunting is permitted at authorised locations.

Note: For light engine movements:

‘Forward’ means move towards a designated point.

‘Back’ means move away from a designated point.

The word ‘Slowly’ is to be used when required.

### (g) Placing or ‘Spotting’ Vehicles

When placing or ‘spotting’ vehicles at a particular location, the command ‘Move Forward Slowly’ or ‘Move Back Slowly’ (whichever is relevant) is used, together with advice regarding the distance the vehicles still have to travel.

The distance may be expressed as the length of a four wheeled vehicle, or in metres.

Prior to any move where a distance count-down is required, the driver and competent employee in charge of the movement are to come to a clear understanding as to which unit of measure will be used. Example:

Move Ahead	Slowly	2 lengths
Move Ahead	Slowly	1 length
Move Ahead	Slowly	15 metres
Move Ahead	Slowly	10 metres
Move Ahead	Slowly	5 metres

This will give the Driver a good indication of the distance the vehicles still have to travel and allow the Driver to control the movement accordingly.

### **23. SIGNALLING WHEN SHUNTING TRAIN OR TRAINS RUNNING IN THE WRONG DIRECTION**

#### **(a) Signals Applicable to the Direction of Travel**

The following signals apply only to trains travelling in the proper direction on the running lines:

- (1) Home,
- (2) Calling-on,
- (3) Distant,
- (4) Starting,
- (5) Automatic, and
- (6) Repeating.

These signals must not be used for any other purpose.

The following signals apply to trains travelling in the wrong direction on any running line:

- (1) Hand lamp, or
- (2) Flag.

Trains shunting from one running line to another, or shunting into or out of sidings connected with running lines, must be signalled either verbally or by hand lamp or flag as appropriate, unless fixed signals are available for shunting.

**(b) Signals for Exits from Sidings**

When a signal which controls the exit from a siding is placed to the 'Proceed' position, or when the 'Proceed' indication is exhibited by a calling-on signal, two or three position dwarf signal or disc signal, the Driver or Competent Employee must not assume that the line is clear ahead.

The turning off of these signals indicates that the points are set in the proper position for the Driver to proceed; it does not imply that the line is unoccupied.

The Driver must be prepared to stop short of any obstruction, and when a train is being pushed, the Competent Employee must be ready to signal to the Driver to stop.

The same precautions apply when the low speed caution signal is displayed.

**See new Clause (c)  
Defined Station Limits  
See following Amendment  
SW.011/2000**

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27<sup>th</sup> January 2000

## AMENDMENT 1994 BOOK OF RULES AND OPERATING PROCEDURES

### DEFINED STATION LIMITS

The definition below is to be inserted as a new Rule 23C ( Section 2 ) of the Book of Rules and Operating Procedures.

#### 7. DEFINED STATION LIMITS

'Station Limits' within the various Safeworking systems is defined as follows:

**Electric Staff System – Train Staff and Ticket System – Automatic Electric Staff System –  
Section Authority System – Train Order System – Centralised Traffic Control System –  
Automatic and Track Control System**

The portion of line extending between opposing Home Signals

**Double Line Block System – Track Block System**

The portion of line extending between between the Home Signal and the Starting or departing Home Signal.

**Automatic Block Signalling System**

The portion of line extending between the Home Arrival Signal and the first Automatic Signal in advance of the Home Departure Signal, or where a Home Departure Signal is not provided, the first Automatic Signal ahead of the Home Arrival Signal.





**Wrong Direction movements within Station Limits**

The following procedures must be observed when a wrong line movement is to be made within an area classified as 'Station Limits':

- The Signaller must ensure all fixed signals protecting the line over which the wrong direction movement is to be made are secured at the 'Stop' position.
- All facing and trailing points which the train will traverse during the wrong direction movement must be set in the correct position and the point lever then sleeved, or the appropriate point sleeve command applied.
- The Driver must then be given Verbal Authority from the Signaller for the wrong direction movement to commence. This authority may be given via the Radio, post telephone or in person.
- The Train Register Book must be endorsed with the details of the wrong direction movement.



— D. WARD  
MANAGER RAIL SAFETY

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