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Module G1

GE/RT8000/G1
Rule Book

General safety responsibilities and personal track safety for non-track workers

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You will need this module if you carry out the duties of:

- a train driver
- a guard
- a shunter
- a designated person (DP)
- a signaller
- a crossing keeper.

Conventions used in this module	Example
A black line in the margin indicates a change to that rule and is shown when published in the module for the first time.	
Green text in the margin indicates who is responsible for carrying out the rule.	driver
A white i in a blue box indicates that there is information provided at the bottom of the page.	
<div style="border: 2px solid red; padding: 5px;">A rule printed inside a red box is considered to be critical and is therefore emphasised in this way.</div>	

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1 General instructions

*The people responsible: **all concerned***

1.1 Rules, regulations and instructions

Rules, regulations and instructions apply to the task being carried out and to those carrying out the task, no matter what grade or job title they have.

Unless you are being instructed by a competent person, you must be competent to correctly apply the rules, regulations and instructions to the tasks you are authorised to carry out.

Safety must always be your first concern. If there is no rule that allows or prevents you doing something you believe must be done, you must do it in the safest way you know taking into account your training and experience.

1.2 Getting on and off rail vehicles

You must not:

- get off a moving rail vehicle unless it is designed for continuous slow-speed movement such as the high-output ballast cleaner
- get on a moving rail vehicle unless it is absolutely necessary, and then only if you can do so safely
- ride on the steps of a locomotive or vehicle
- ride on a hand trolley or any other vehicle not designed for this purpose.

1.3 Mechanical and electrical plant or other equipment

You must not operate mechanical or electrical plant or any other equipment unless you have been trained and are authorised to do so. If necessary, you must also hold a certificate of competency in operating the plant or equipment.

1.4 Travelling in driving cabs

You must only travel in the driving cab of a train if it is in connection with your duties and you have authority to do so.

When travelling in the driving cab, you must **not** distract the driver.

1.5 User-worked level crossings, other gates and lineside fences

a) User-worked level crossings

You must lower or close barriers or gates at user-worked level crossings and report to the signaller or Operations Control if you see any barriers or gates that have been left open or not lowered properly.

b) Other gates and lineside fences

You must keep closed any other gates giving access to the railway and if you can, lock them to prevent people from trespassing and causing vandalism.

If you come across a damaged fence, you must secure it if you can, and report any defects to the signaller or Operations Control.

1.6 Reporting lineside fires

You must immediately report a lineside fire to the signaller or Operations Control.

1.7 Reporting trespassers

You must report anyone you believe to be trespassing to the signaller or Operations Control.

1.8 Defective rail vehicles

You must not remove or obscure a NOT TO GO or other repair label on a defective rail vehicle unless you are authorised to do so.

1.9 Overhead power lines, which belong to an electricity company, collapsing

If an overhead electric power line belonging to an electricity company falls onto or near the railway line, all affected lines must be protected. If necessary, you must carry out the instructions shown in section 3 of this module.

You must not go closer than 5 metres to the fallen power line or anything in contact with it, until it has been confirmed by the electricity company that it is safe to do so.

2

Danger to trains

*The people responsible: **all concerned***

Whenever you can, you must check a moving train for anything that looks unsafe such as:

- a door not closed properly
- an insecure load
- a vehicle on fire
- a hot axle box
- the headlight not lit
- the tail lamp missing or not lit
- the driver sounding the train in distress warning (which is a continuous series of long blasts on the high/loud tone of the horn)
- the driver or guard displaying a red handsignal
- the hazard warning indicator (flashing headlights).

If you become aware of any of these hazards or warnings or other dangers, you must immediately tell the signaller, or if this is not possible, the person in charge.

3

Stopping a train in an emergency

*The people responsible: **all concerned***

The following hazards might put approaching trains in danger:

- A track defect.
- A flood.
- An obstruction.
- A fire.
- Any light which is out at an emergency indicator.
- A cow, bull or other large animal within the boundary fence (even if it is not an immediate danger to trains).
- Any other animals on or near the line.

If you become aware of any of these hazards or other dangers, you must immediately tell the signaller. If this is not possible, you must tell the person in charge (who must tell the signaller).

As well as reporting the hazard, you must take any other necessary action, such as:

- stopping trains
- calling the emergency services.

If you have to stop a train in an emergency, you must show a hand danger signal clearly to the driver using one of the following methods:

During daylight

You must show a red flag. If you do not have a red flag, raise both arms above your head. If you are riding on a vehicle, raise one arm held out horizontally.

During darkness or in poor visibility

You must show a red light to the driver or wave any light violently.

4 Accidents

The people responsible: all concerned

4.1 Reporting an accident

You must report an accident as quickly as possible to the signaller or Operations Control.

When reporting an accident, you must first say '**This is an emergency call**'. This is important, as you will get the immediate attention of the person you are speaking to. You must then state:

- your name
- your job title
- your employer
- where you are speaking from
- your telephone or radio call number.

You must give the exact location and details of the accident including which lines:

- are definitely blocked, and
- those lines you think could be blocked.

You must also say which emergency services are needed.

You must report all accidents, including near misses, to your supervisor or manager.

A rail incident officer (if appointed) will take charge at a scene of an accident.

4.2 Calling the emergency services

You must make sure you know how to call the emergency services from your usual place of work. From most railway locations you should call 999.

You must use a fixed railway telephone if one is available (this helps the emergency services to locate where you are calling from).

If no fixed railway telephone is available, you may use a mobile or non-railway telephone.

In all cases, when calling the emergency services, you must:

- give the exact location of the accident
- give details of the accident.

4.3 Preserving evidence at a serious accident

Accident investigators will need to examine the site for evidence of the cause of the accident. You must not interfere with, disturb or remove any evidence of the possible cause of the accident **except** to help the injured or to prevent further injury or damage. This applies to equipment such as:

- driving controls
- signalling equipment
- rolling stock
- lineside equipment.

4.4 Reporting a dangerous goods incident

If there are dangerous goods on a train, you must tell the signaller, Operations Control or the local manager **'This is a rail dangerous goods emergency'** and give the following information (as well as the information set out in section 4.1).

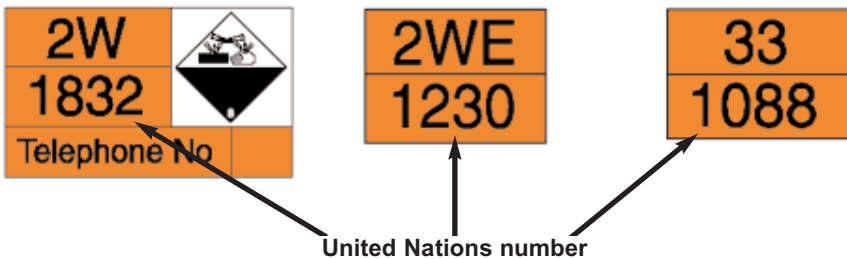
United Nations number - this is displayed on the hazard warning panel on the side of a vehicle (or container).

A hazard warning panel will look like one of these:

Large hazard warning panel

Small hazard warning panel

European hazard warning panel



You must:

- keep well clear
- keep the wind behind you as you face any affected vehicles or packages
- avoid low-lying places where gas may gather
- keep unauthorised people well clear
- try to put out any fire, without putting yourself or anyone else at risk
- keep naked lights and lamps well clear
- not smoke, use matches or pocket lighters
- not use a mobile phone near any vehicle carrying flammable loads.

You can tell if there are dangerous goods in a vehicle or in a package because it will carry a hazard warning label like one of these.



5

Communications procedure

The people responsible: all concerned

5.1 Communicating clearly

You must make sure you properly understand the meaning of all messages whether they are communicated by phone, radio or face-to-face.

You must:

- make sure you are talking to the right person
- give your exact location, if you are using a phone or a radio
- give your name and that of your employer
- state what task you are carrying out
- if necessary, let the person know how you can be contacted
- use the phonetic alphabet to make sure names and locations that are difficult to pronounce are fully understood, and
- never use the words 'not clear' to describe a line that is obstructed, always use '**line blocked**'.

You must say numbers one at a time. You should say 8107 as 'eight, one, zero, seven'. There are exceptions to this such as when giving the time or when referring to a rule book module or handbook.

If you are receiving a message, make sure you fully understand it. You must repeat the message back so that the other person knows you correctly understand it.

To help make sure your message is fully understood when using a telephone or radio:

- speak with the mouthpiece close to your mouth and speak directly into the mouthpiece
- talk slightly slower than normal using a natural rhythm
- use your normal level of volume when speaking
- avoid using hesitation sounds for example 'um' and 'er'
- use clear sentences, and
- get the person to repeat your message back to you.

5.2 Using communications equipment

You must not use communications equipment if it may cause a distraction or affect safety.

If you are on or near the line, make sure you are in a position of safety before using mobile communications equipment.

Unless it is an emergency, you must not use the group call, general call or conference-call facility for passing instructions to do with:

- passing signals at danger
- protecting trains
- wrong-direction movements
- unsignalled movements.

5.3 Lead responsibility

During any conversation, one person must always take lead responsibility. The person who must take lead responsibility depends on the task being carried out. Examples are shown below.

Lead responsibility	When communicating with
Electrical control operator (ECO)	anyone
Signaller	anyone except the ECO
PICOP (person in charge of the possession)	anyone except the ECO or signaller
Route-setting agent	points operator
Shunter	driver
Pilotman	driver
Handsignaller	driver
Person conducting assisting train	driver of assisting train
Conductor driver	driver of train or machine being conducted
Designated person (DP)	members of the work group

If it is not clear who has lead responsibility, or if two people carrying out the same task are communicating with each other, the person who starts the conversation must always take lead responsibility.

5.4 Using phrases

a) Phrases to use when using a radio or telephone

Phrase	Meaning
This is an emergency call	This message provides information which needs immediate action to prevent death, serious injury or damage.
Repeat back	Repeat all of the message back to me.
Correction	I have made a mistake and will now correct the word or phrase just said.

b) Other phrases to use when using a radio and only one person can be heard at a time

Phrase	Meaning
Over	I have finished my message and am expecting a reply.
Out	I have finished my message no reply is expected.

5.5 Using the phonetic alphabet

You must use the phonetic alphabet:

- to identify letters of the alphabet
- to spell words and place names that are difficult to say, or may be misunderstood
- if there is interference on the radio or phone
- when quoting the identity of signals or points
- when quoting train descriptions.

This is the phonetic alphabet.

A - alpha	N - november
B - bravo	O - oscar
C - charlie	P - papa
D - delta	Q - quebec
E - echo	R - romeo
F - foxtrot	S - sierra
G - golf	T - tango
H - hotel	U - uniform
I - india	V - victor
J - juliet	W - whisky
K - kilo	X - x-ray
L - lima	Y - yankee
M - mike	Z - zulu

6

Trackside definitions

The people responsible: all concerned

Operational railway

The term operational railway includes the area called on the lineside and the area called on or near the line.

The lineside

You are on the lineside (shown green in diagram G1.1) if:

- you are between the railway boundary fence and the area called on or near the line, and
- you can be seen by the driver of an approaching train.

You are not on the lineside if you are on a station platform.

On or near the line

You are on or near the line (shown orange in diagram G1.1) if you are:

- within 3 metres (10 feet) of a line and there is no permanent fence or structure between you and the line
- on the line itself.

You are not on or near the line if you are on a station platform unless you are carrying out engineering or technical work within 1.25 metres (4 feet) of the platform edge.

You are not on or near the line if you are crossing the line at a level crossing.

A position of safety

If the maximum speed is 100 mph or less, you are in a position of safety if you are at least 1.25 metres from the nearest line on which a train can approach.

If the maximum speed is over 100 mph, the distance increases to 2 metres (6 feet).

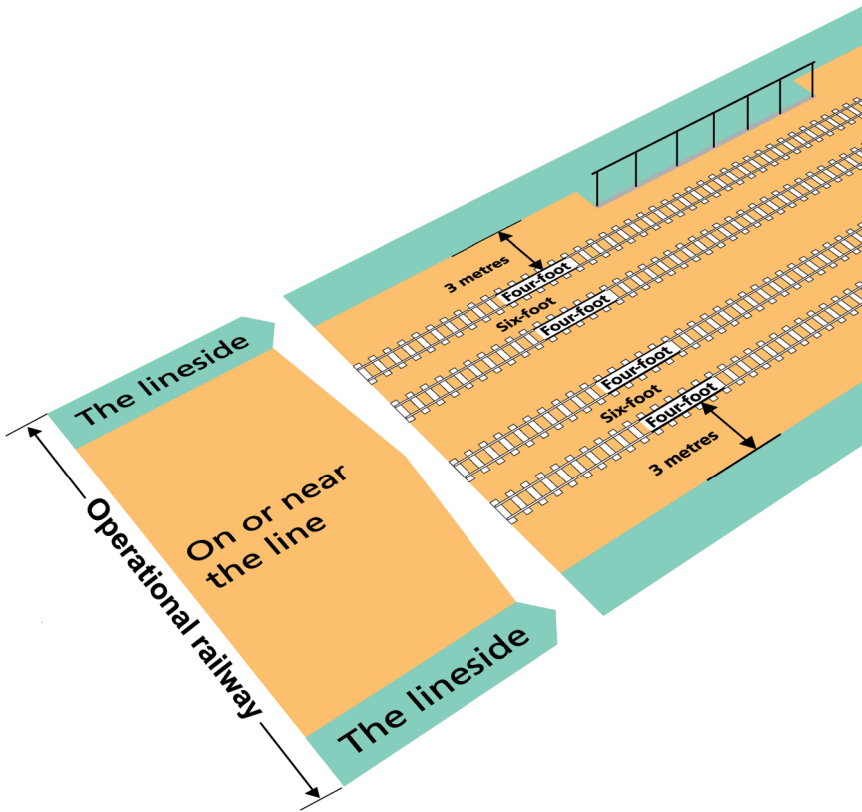


Diagram G1.1

7

Going on the operational railway

*The people responsible: **all concerned***

7.1 General

You do not need to carry a certificate showing that you are competent in the track-safety rules shown in this module as long as your regular assessment contains track-safety rules.

You must wear clean high-visibility clothing of an approved type in the correct way whenever you are on the operational railway.

You may carry small items with you. Any items you do carry with you must not affect your ability to walk safely or to see or hear and acknowledge approaching trains.

Make sure you have a suitable hand lamp with you during poor visibility, darkness, or if you are to enter a tunnel.

7.2 Local knowledge

Before you go on or near the line, you must know about all of the following for each line:

- the maximum speed
- the direction from which trains normally approach
- the location of any area where you must not go while trains are running
- any location with limited clearances.

7.3 While walking

You must use authorised walking routes if they are provided.

If you have to cross the line, you must not step on rails or sleepers or between movable parts of points.

If you have to use a mobile phone, first move to a position of safety and then stand still until you have finished using the phone.

Do not wear anything that makes you less able to see or hear approaching trains.

Do not allow yourself to be distracted by anyone or anything.

Keep a good lookout for approaching trains.

Make sure you look up at least every 5 seconds so that you can reach a position of safety and be in it no less than 10 seconds before an approaching train arrives.

When a train approaches

When a train approaches you must immediately move to a position of safety or, if already in a position of safety, stay there.

If the driver sounds the warning horn, raise one arm above your head to show you have heard the warning.

You must stay in your position of safety until the train has passed clear or you are certain you will not be put in danger by that train or any other train.

8

Limited clearances and related warning signs

The people responsible: all concerned

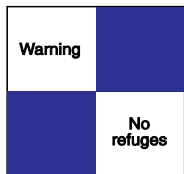
8.1 Limited clearance signs

Limited clearance warning sign



There is no position of safety on this side of the railway for the length of the structure. You must not enter or stand at that location when a train is approaching.

No refuges warning sign



There is no position of safety on this side of the railway for the length of the structure. However, there are positions of safety, or refuges, on the opposite side of the railway line.

Prohibition sign

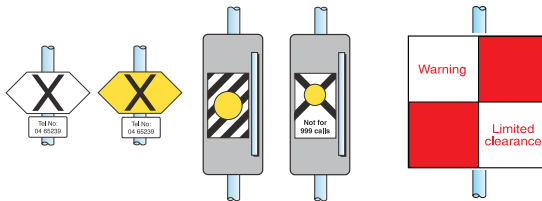


You must not pass beyond this sign while trains are running unless you are carrying out emergency protection. This is because you would not be able to reach a position of safety or refuge safely. If you are carrying out emergency protection, you must take extreme care.

8.2 Limited clearance at telephones

Some telephones are positioned where there is limited clearance between the telephone and the adjacent lines. You may use these telephones **only** in an emergency and then only if no other form of communication is available.

One or more of the following signs identifies these telephones.



Note: A driver of a train at a signal with any of the signs shown above is allowed to use the signal post telephone under specific arrangements.

Core operational aim

The core aim of the fundamental operational principles is to enable the safe and timely delivery of people and goods to their destination.

Fundamental operational principles

- 1 The method of signalling must maintain a space interval between trains that is safe.
- 2 Before a train is allowed to start or continue moving, it must have an authority to move that clearly indicates the limit of that authority.
- 3 Trains proceeding over any portion of line must not be obstructed in a way that threatens their safety.
- 4 Trains must be prevented from proceeding onto a portion of line if it is known or suspected that it would not be safe for them to pass.
- 5 Trains must not be allowed to begin or continue their journeys until it is clear that it is safe for them to do so.
- 6 Trains must only be allowed to operate over any portion of line as long as the rolling stock is compatible with the infrastructure on that portion of line.
- 7 Trains must not continue to operate after they have been found to be unsafe in any respect, until measures have been taken to allow them to continue safely.
- 8 People must be kept a safe distance from moving trains.
- 9 The workforce must be protected from the particular hazards associated with electrified railways.

