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Instructions to Staff  
Engaged in  
Shunting Operations.

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Instructions to Staff  
Engaged in  
Shunting Operations.



Extracts from the Company's Book of  
Rules and Regulations and the Appendix  
to the Book of Rules and Regulations,  
etc.

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SEPTEMBER, 1920.

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ARTHUR WATSON,  
*General Manager.*

## Instructions to Staff Engaged in Shunting Operations.

### Rule 23 of the Book of Rules and Regulations. Getting between Vehicles to couple or uncouple them.

(a) All Servants must exercise proper care in getting between Vehicles for the purpose of coupling or uncoupling them, and Shunting Poles or Sticks must be used when practicable.

### Vehicles with Communicating Gangways.

(b) Men must not go between two Vehicles either of which is fitted with a gangway, or between an Engine and a vehicle so fitted, to couple or uncouple, until both have been brought to rest.

THE SALOONS OR CARRIAGES WHEN IN POSITION FOR COUPLING SHOULD HAVE THE END LOOSE DOORS ON THE ANGLE IRONS REMOVED; THEY MAY THEN BE COUPLED TOGETHER TIGHTLY BY MEANS OF THE SCREW COUPLING, AND AFTER THIS HAS BEEN DONE THE OUTSIDE ANGLE IRONS CAN BE RELEASED BY MEANS OF THE TOP CATCHES AND COUPLED TOGETHER ON EACH SIDE BY THE SIDE HAND LEVERS.

IN UNCOUPLING THESE VEHICLES, THE REVERSE OPERATION MUST TAKE PLACE; THE VESTIBULES BEING UNCOUPLED AND SECURED BACK BEFORE THE SCREW SHACKLE IS RELEASED.

THE GANGWAY ANGLE IRONS MUST **not** BE RELEASED **until** THE CARRIAGES ARE COUPLED TOGETHER TIGHT WITH THE SCREW COUPLING.

WHEN A VESTIBULE VEHICLE IS DETACHED THE GANGWAY MUST BE MADE UP AT EACH END WITH THE BOARD PROVIDED FOR THE PURPOSE, AND ALSO IF A VESTIBULED CARRIAGE THE END GANGWAY OF THE TRAIN.

### Coaching Stock without Communicating Gangways.

(c) Men must not go between two Coaching Stock Vehicles without communicating gangways before they come together, except when this can be done with safety to themselves.

### Coaching Stock with Short Buffers.

(d) Men must not go between Coaching Stock Vehicles fitted with short buffers unless the Vehicles are at rest.

### Stock fitted with Automatic Couplings.

(e) It is not necessary for men to go between Vehicles fitted with automatic couplings either to couple or uncouple, except for the purpose of dealing with break pipes and heater pipes, and this must not be done until the Vehicles are at rest.

### Coupling of Wagons with Shunting Poles. Use of Shunting Poles.

(f) AS FAR AS PRACTICABLE no attempt must be made to throw the link over the draw-bar hook by means of a Shunting Pole **until the buffers have actually touched.** SHUNTING POLES ARE NOT TO BE USED FOR THE PURPOSE OF PINNING DOWN BREAKS, THEY MUST BE USED ONLY FOR COUPLING AND UNCOUPLING WAGONS.

### **Goods Wagons with Screw Couplings.**

(g) Men must, whenever possible, couple Goods Wagons fitted with screw couplings by means of a Shunting Pole, and must not go between the Wagons in order to screw the couplings up until the Vehicles are at rest. When it is not possible to couple these Vehicles by means of a Shunting Pole, men must not go between the Vehicles to couple up until they are at rest, EXCEPT WHEN THIS CAN BE DONE WITH SAFETY TO THEMSELVES.

### **Goods Wagons with Link Couplings.**

(h) Goods Wagons fitted with link couplings must be coupled or uncoupled with a Shunting Pole, and men must not, except where absolutely necessary, go between the buffers. In cases where this cannot be avoided, they must NOT GO BETWEEN THE BUFFERS, but wait until the Wagons have come to rest, UNLESS THIS CAN BE DONE WITH SAFETY TO THEMSELVES.

### **Double Coupling of Wagons.**

(i) When double coupling of Wagons has to be resorted to, the Vehicles must be at rest before being coupled or uncoupled.

### **Rule 24 of the Book of Rules and Regulations.** Servants not to expose themselves to danger.

(a) The Servants of the Company, more especially those engaged in the working of Trains and in shunting and other similar operations, must not expose themselves to danger; and all are requested to prevent as far as they possibly can such exposure on the part of their fellow-servants, and to spare no opportunity of warning those who neglect to take proper care.

(b) Reckless exposure of himself or others to danger, on the part of any Servant of the Company, will be treated as an offence against the Company's Regulations, and punished accordingly.

### **Rule 112 of the Book of Rules and Regulations.**

**Men to be warned before vehicles are moved in or Shunted into Sidings, and carts or other road vehicles to be clear.**

(a) Before vehicles are moved in, or shunted into, a Siding, used for repairing vehicles, or for loading or unloading traffic, and before vehicles are moved in or shunted into a Goods Shed or other Building where vehicles are already standing, Guards, Shunters, and others concerned must take care to warn any Company's Servants or other persons who may be engaged in, about, or between the vehicles; they must also request any person who may be loading or unloading not to remain in or near to vehicles which are likely to be moved by shunting operations, and must satisfy themselves that no Cart or other Road Vehicle is foul of any of the Lines on which shunting operations are about to be performed.

**Shed Doors to be opened and Wagon Doors to be secured before commencing Shunting.**

(b) Care must be taken to see that Goods Shed doors are open and all is clear before commencing shunting operations in the Shed Lines, and

that all Wagon doors are properly secured by the fastenings provided for the purpose, or are in such a position as will ensure that they will not come into contact with any obstruction when the Wagons are moved, care being also taken that the contents are not left in such a condition as would result in their falling from a Wagon when being moved.

### **Rule 113 of the Book of Rules and Regulations.**

#### **Double Shunting.**

(a) Double Shunting (the turning of some vehicles on to one Line or Siding and others on to another Line or Siding during one propelling movement) must only be carried out by experienced men.

#### **Loose Shunting by Engines.**

(b) Loose Shunting of vehicles by Engines against loaded Passenger Trains, also Loose Shunting by Engines of vehicles containing Passengers, Live Stock, or Explosives, is strictly prohibited.

#### **When vehicle has to be shunted into a Siding.**

(c) When any vehicle has to be shunted into a Siding, the Guard or Shunter must ascertain the position of the vehicles in the Siding before commencing to set back, and the Guard or Shunter must signal the Engine Driver so as to prevent the Train striking the vehicles in the Siding, or the buffer stops, with too much force.

### **Propping, Tow-Roping and Chaining.**

(d) The movement of vehicles by means of a prop or pole, or by towing with a rope or chain attached to a Locomotive or vehicle moving on an adjacent line, is prohibited except in cases where specially authorised by the Superintendent of the Line.

### **Rule 184 (c). Wagons left Standing in Sidings.**

Wagons left standing in Sidings must be clear of the fouling points of any adjoining Siding, or Lines, and properly secured to admit of shunting operations being carried on without risk or injury to the staff engaged in conducting them.

### **Rule 185.**

**Trains or vehicles to be placed within Safety Points or Scotch Blocks and to be clear of Points.**

(a) Guards, Shunters and others engaged in shunting operations at Sidings must take care that the trains or vehicles are left clear of any Running Line and within the Safety Points or Scotch Blocks, and that the Points are reversed, or the Scotch Blocks placed across the rails, to protect the Running Line after the operation is completed. They are also held responsible for seeing that trains or vehicles are clear of all Points that require to be reversed.

*NOTE.—When a train has been set back into a Refuge Siding or through a Crossover-road or in any other similar case where the engine is near the points and there is not a Guard or Shunter present, the Engine-driver is held responsible.*

### Movements over Points worked, bolted, or locked from Signal Box or Ground Frame.

(b) Where the movement is over Points worked bolted or locked from a Signal-box or Ground Frame, the Guard or Shunter, if a fixed Signal is not provided for the movement, must have an intimation from the Signaller or person working the Ground Frame that the movement may be made, and must, as far as practicable, see that the Points are in their proper position before a signal is given to the Engine-driver to move.

### Movements over Hand Points.

(c) Where the movement is over Hand Points, they must satisfy themselves that all Points which become facing are in the proper position.

### Double Shunting.

(d) In the case of double shunting, the men working the points are responsible for the Points being in the proper position for the movement, and Guards, Shunters, Signalmen, Pointsmen, and others must have a clear understanding as to the points required to be moved.

### Movements over Points during or after fall of snow.

(e) When in consequence of frost or snow there is a likelihood of Points being prevented from closing, care must be taken to see that all Points which become facing Points are properly closed before shunting movements are made over them.

### Movements of Light Engines.

(f) In the case of an Engine unaccompanied by a Guard or Shunter, the Engine-driver will be held responsible for carrying out the preceding instructions.

(g) Guards, Shunters, and others engaged in shunting operations must render the Signalmen every assistance.

### Extracts from the Appendix to the Book of Rules and Regulations.

#### Shunting Trains in Sidings which extend through Goods Warehouse.

Great care must be observed by Drivers, Guards, and others concerned when shunting into Sidings which extend through Goods Warehouses.

#### Shunting in Goods and Coal Yards.

Before vehicles are moved in or shunted into Sidings or Warehouses, care must be taken to see that Horses, Carts, and other vehicles are removed out of danger, and where persons are working in, about, or between Wagons, they must be requested to move to a place of safety.

It is not sufficient that a person in charge of a horse and cart be cautioned or told to remove them, or that persons working in or about wagons be requested to move; it is the duty of the Company's Servants to see that all is clear before a shunt is made.

### Loose Shunting Vehicles into Goods Sheds, Loading Docks, Stages, Warehouse Plat- forms, &c.

In order to avoid risk of accident to men conducting shunting operations, all concerned are hereby instructed that, wherever it can be avoided, vehicles should not be loose shunted into Loading Docks, Stages, Warehouse Platforms, &c., unless the breaks are so arranged that they can be applied without risk to the men operating them.

### Placing of Vehicles on Single Lines during Shunting Operations.

Vehicles must not during shunting operations be allowed to stand on the Passenger Line on a greater gradient than 1 in 260, unless the Engine is at the lower end of the Train.

### Securing of Wagons in Sidings.

Accidents have occurred through Wagons running out of Sidings in consequence of the breaks not having been properly pinned down before the Wagons were left. Under no circumstances should a Wagon or Wagons be detached in a Siding and left there without a sufficient number of breaks being securely fastened down, regard being had to the number of wagons, the gradient, and the weather conditions.

### Detaching Wagons from Main Line on Falling Gradients.

When Wagons have to be shunted to opposite Main Line and allowed to run into the Sidings by gravity, the Train or Pilot Engine concerned in the operation must not leave the Main Line to which the Wagons have been shunted until they have run from it clear into the Sidings.

### Rules to be observed during Shunting Oper- ations.

1. When performing actual shunting operations (whether to or from the Main Line, in Sidings or Goods Yards), as distinct from the shunting described in Rule 5, the Engine Driver must work only to Signals given by the **Guard, Shunter, or other person** in charge of the operation, as specified below.

2. A Driver must not run against Fixed Signals of any sort, unless instructed to do so by the Signaller or person in charge of the operation, who must himself have been duly authorised by the Signaller.

3. A Driver must not move his Train, even when a Fixed Signal is lowered, until he has received a Hand Signal to do so from the **Guard, Shunter, or other person** in charge of the operation; and if the Train has to be set back, the **Guard, Shunter, or other person** in charge of the operation must see that the Fixed Signal is lowered before signalling to the Driver, or if there be no Fixed Signal, must first have received a Hand Signal from the Signaller.

### Rules to be observed during shunting operations.

—Continued.

When it is necessary to prevent a Train or Engine from leaving a Siding the Signalman may put the signal leading from the Siding to Danger, but must not alter the points until he has received an assurance that the Driver clearly understands what has been done.

4. The **Guard, Shunter, or other person** in charge of the operation will be held responsible for seeing that the Train clears the points through which it has to set back before signalling to the Signalman to alter them, and also that the points are properly set for the direction in which the Train has to travel before signalling to the Driver to set back; if there be no Guard or Shunter working with the Engine, or if he be necessarily absent, the Driver must, as far as possible from the footplate, see that the points are set for the direction in which he requires to travel.

5. If a Train be set back into a Siding, or on to a Branch or Loop Line, or shunted across from one Main Line to another for another Train to pass, the Driver will be held responsible for seeing that his Engine clears the points. Before re-starting, the Driver must, if there be no Fixed Signal to control the departure of the Train, receive a Hand Signal from the Signalman, and after he has started must see that he travels in the proper direction in accordance with Rule 151.

### Rules to be observed during shunting operations.

—Continued.

6. If a Train be drawn into a Siding, or on to a Branch or Loop Line, for another Train to pass, the **Guard, Shunter, or other person** in charge of the operation will be held responsible for seeing that the whole of the Train clears the points before signalling to the Signalman to alter them, and also that, before signalling to the Driver to set back, the points are properly set for the direction in which the Train has to travel.

7. When giving Hand Signals to Drivers of Engines engaged in shunting operations, the person giving the Signals must place himself in such a position that the Signals will not be taken by any other Driver than the one for whom they are intended.

### Trains Shunting past Fixed Signals.

Where Fixed Signals, other than Siding Signals, are erected for running purposes, Drivers must consider they are under the control of the signal applying to the operation they are performing, whether they get behind it or not, and unless they receive verbal instructions from the Signalman or person in charge of the operation they must not move their engines until such Signal is lowered.

Where Siding Signals are provided, Drivers must consider they are under the control of the Signals applying to the operation they are performing, whether they get behind it or not,



unless the engine is ahead of the facing or trap points, and unless they receive verbal instructions from the Signaller or person in charge of the operation they must not move their engines until the Siding Signal is lowered.

Where Shunt-back Signals are provided the provisions of the shunting rules will apply. In the case of a Light Engine where Shunt-back Signals are fixed some distance away from the points to which they apply, Engine Drivers, after drawing over the points towards the Signal, must not move their Engine back until the Fixed Signal is lowered.

#### Shunting of Electric Stock with Locomotives.

Drivers and Shunters must exercise extreme care when shunting Electric Stock, in order to guard against the coupling link of the coach working off the drawbar hook of the Engine.

#### Use of Whistles in connection with Shunting Operations.

Where whistles are used for carrying out shunting operations the following code will be in force:—

Draw ahead ... ..	1 whistle.
Set back ... ..	2 whistles.
Stop ... ..	3 whistles.

Where more than one engine is employed in conducting shunting operations the staff must, before using the whistles, have a proper understanding with the Engine-driver concerned in carrying out the required movements so as to avoid the whistles being taken by any other Driver than the one for whom they are intended.

The following code of whistles will be in operation between Trainmen and Signalmen:—

Open points ... ..	2—2.
Close points ... ..	3—3.

#### Instructions to Staff engaged in the Working of Capstans.

1. Only persons duly authorised must operate steam, hydraulic, electrical, or power-driven machinery.

2. **Capstans.**—Before putting any capstan in motion, or in the case of constantly revolving capstans, before putting the rope round, the Capstanman must give warning to all men working in the immediate neighbourhood, and such warning must be acknowledged by them.

3. The Capstanman must not attempt to draw more than 8 loaded or 14 empty wagons on a straight level road, except with certain special capstans where the maximum number to be dealt with is shown on the local notice plates. Great care must be exercised in drawing wagons towards the capstan to see that the working is so regulated as to prevent the hook flying off as it leaves the wagon.

4. The ropes when not in use must be left clear of the capstan, railway lines, and cart roads.

5. The hauling in of light rope by capstan is prohibited, and slack rope must be hauled in by hand.

6. The use of knotted ropes is dangerous and should be avoided.

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### **Training and Examination of Staff for Capstan Working.**

1. Suitable members of the staff must be given an opportunity to obtain a knowledge of the duties connected with the working of capstans.

As soon as the persons in training are considered efficient, they must be examined by the Chief Inspector or Chief Foreman, who, if satisfied as to their competency must obtain permission from the Goods Agent before authorising them to work capstans when necessary.

2. Youths under the age of 18 must not be allowed to work capstans except under the supervision of authorised capstanmen. Other persons, over 18 and under 20 years of age, who have been properly trained and authorised may be allowed to work capstans temporarily during the absence of capstanmen. No person must be appointed permanently to a capstanman's position until he has turned 20 years of age, and before this is done he will be required to pass an examination in capstan working by the Outdoor Machinery Department.

3. The names of men authorised to work capstans, both regularly and temporarily, must be exhibited in a conspicuous place in the goods yard and rooms.