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Rule Book

Handbook 14

Handbook 14

Duties of the person in charge of loading and unloading rail vehicles during engineering work

Issue 2
Valid from June 2014



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Rail Safety and Standards Board**

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1 Definitions

Driver

This includes an operator of an on-track machine.

Engineering train

This includes on-track machines but does not include on-track plant (OTP).

2 When these instructions apply

These instructions apply to engineering trains when loading and unloading rail vehicles.

3 Responsibilities of the person in charge of loading and unloading

You are responsible for:

- the safe loading or unloading of engineering trains, whether stationary or moving
- controlling the movement of engineering trains while they are being loaded or unloaded
- warning everyone who needs to know when vehicles are about to be moved.

4 Agreeing the arrangements

You must come to a clear understanding with the driver, and the shunter, if there is one:

- when you will take over control of movements
- how you will control the movement
- when control of movements will be returned to the driver or shunter.

5 Before moving vehicles

When you have taken control of movements, you must:

- make sure that it is safe for the movement to be made
- warn anyone working near the vehicles to move to a safe position.

6 During the movement

You must control train movements as shown in section 9 of this handbook.

You must make sure everyone who may be in danger from the movement is warned, and if necessary you must stop the movement.

7 Propelling movements

If the train needs to be propelled, if possible, you must control it from the leading end. If this is not possible, you must arrange for a competent person to:

- ride on the leading vehicle, or
- walk alongside the leading vehicle.

If you are at the leading end of the movement, you must warn everyone on or about the line if they might be put in danger by the movement and, if necessary, stop the movement.

If you have arranged for a competent person to be at the leading end of the movement, you must tell them to do this.

8 Loading or unloading during a movement

Items can only be loaded on to or unloaded from a moving train if the vehicles concerned have been designed or equipped for this purpose.

9 Controlling movements

By handsignals

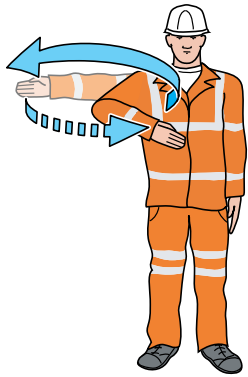
You must use the handsignals shown in diagram HB14.1 or diagram HB14.2 to control the movement.

You must make sure that no other driver acts on your handsignals.

By radio

You must:

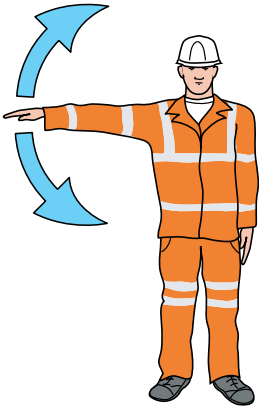
- clearly identify the correct train and driver
- keep in constant communication with the driver throughout each movement
- speak continuously or transmit a continuous bleep signal
- instruct the driver to stop immediately if you notice the transmission is failing.



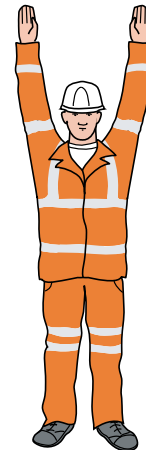
**Move away from
the shunter**



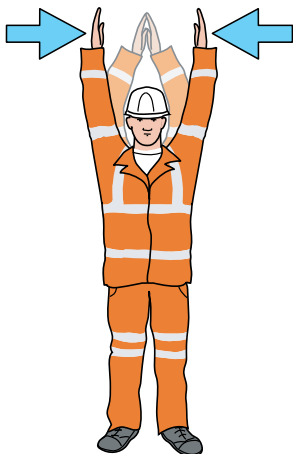
**Move towards
the shunter**



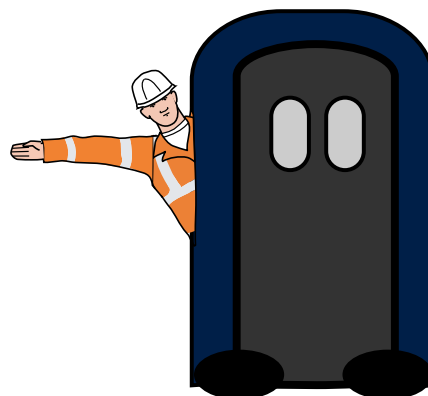
Slow down



Stop immediately

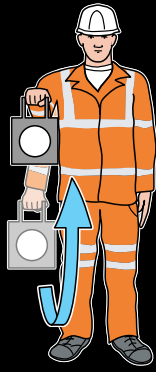


Ease up

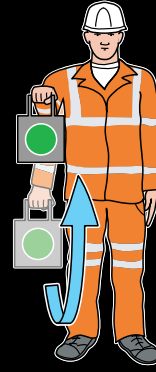


**Stop immediately
when on a vehicle**

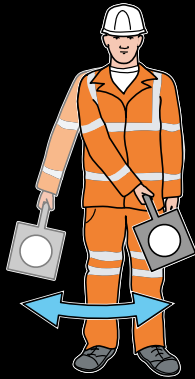
**Diagram HB14.1
Hand signals during daylight**



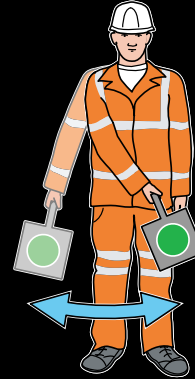
Move **away** from hand signal



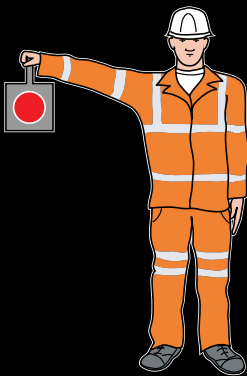
Slowly move **away** from hand signal



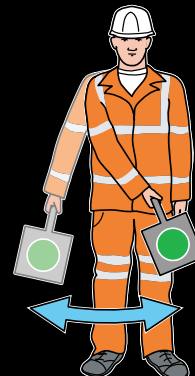
Move **towards** hand signal



Slowly move **towards** hand signal



Stop **immediately**



Ease up

Diagram HB14.2
Hand signals during darkness or poor visibility

Notes

**Corporate member of
Plain English Campaign
Committed to clearer
communication**

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