



## Yard Working in the Country Regional Network

CRN-CNS-003

LINKING  
COMMUNITIES.

CONNECTING  
CUSTOMERS.

## Document Control

### Approval

Rev.	Date	Prepared by	Checked by	Reviewed by	Approved by
1.0	30/01/2022	Manager Network Rules and Procedures		Train Control Manager	Network Operations Manager

### Revision Details

Rev.	Date	Details
1.0		Initial Issue
1.1	27/08/2023	Amended page 8 to reflect the removal of LOW on running lines

## Table of Contents

Document Control.....	2
Approval .....	2
Revision Details .....	2
1 Introduction.....	4
2 Safety Factors .....	4
3 Equipment .....	5
4 General conditions .....	5
4.1 Attaching and detaching vehicles .....	6
5 Shunting with train.....	6
6 Entering an un-signalled CRN yard .....	6
7 Departing a CRN yard .....	7
8 Worksite Protection .....	8
8.1 On running lines .....	8
8.2 Other than on running lines.....	8
9 Track Vehicles.....	8
10 CRN related documents.....	8

## 1 Introduction

Operators must ensure that all movements are conducted safely in Country Regional Network (CRN) yards.

Safety depends on all workers involved:

- Understanding the planned movements
- Being aware of other train movements
- Maintaining effective communication, and
- Identifying and effectively managing risks.

## 2 Safety Factors

Hazards to consider include:

- Other trains nearby
- People in the danger zone
- Vehicles and objects in the danger zone
- Placing any part of your body outside moving vehicles
- Unfamiliar environment
- Narrow track clearances
- Uneven, unstable, or slippery walking surfaces
- Weather conditions
- Visibility
- Noise



### WARNING

Employees shunting within CRN yards and sidings must not:

- Climb on or off a moving vehicle
- Place any part of their body outside a moving train or vehicle
- Place themselves between rail vehicles unless they are assured that the vehicles are stationary and will not move.

- Compressed air hoses and equipment
- Electrical hazards, especially when using electrical jumper couplings
- Automatic couplings and diaphragms
- Decant and watering hydrants lighting bollards
- Masts (stanchions).

People at risk include:

- Maintenance workers on trains
- Workers on or near the track

- Cleaners
- Security officers, and
- Unauthorised persons on or about the track.

**WARNING**

Do not move or attach vehicles to a vehicle that has a warning flag attached.

Rail Traffic movements in CRN yards must be authorised by the Network Control Officer in accordance with Network Rules and Network Procedures.

### 3 Equipment

Operators must ensure their employees use the following equipment:

- Personal Protective Equipment (PPE) as listed in Safe Work Method Statements
- Hand-held radio authorised for use at that location, if necessary, and
- An approved hand lamp which can emit red, green and white light, or such other approved device for signalling, may be used during periods of darkness or poor visibility.

### 4 General conditions

Shunting movements must be directed by a Competent Worker.

Competent Workers must obey all applicable fixed signals and direct movements using:

- Spoken instructions, or
- Hand signals, or
- Authorised handheld radio.

Rail Traffic Crews must:

- obey all applicable fixed signals.

Prior to commencing a shunting movement:

- Come to a clear understanding of the movement to take place, and
- Be advised of details of any unusual factors
- Obtain assistance where necessary.

During shunting operations:

- Constantly assess and manage the risks of collision with vehicles, people and/or property,
- Adjust rail traffic speed to ensure safety and comply with any yard speed limit requirements, and
- Be vigilant in observing the road and surrounds from within the rail traffic cab.

Competent Workers directing shunting movements must ensure that:

- Only the intended rail traffic crew responds to shunting directions
- The rail traffic crew has a clear understanding of the movement to take place
- The rail traffic crew is advised of any unusual factors

- All points necessary to affect the shunt route are set, and
- There are no conflicting movements.

**WARNING**

Facing points in yards must be clipped and locked, if:

- The points are faulty
- An instruction sign is located at the points.

#### 4.1 Attaching and detaching vehicles

Competent Workers directing shunting movements must:

- Obey all applicable fixed signals for the movement
- Have clear vision of the track the train is to follow
- Maintain hand signals contact with the rail traffic crew, or
- When using two-way radio or bell signal give the rail traffic crew direction every 10 seconds
- Constantly assess and manage the risks of collision with vehicles, people and/or property
- Give a stop direction if there is a hazard ahead, and
- Be responsible for the securing of all detached cars against movement.

**WARNING**

When a rail traffic crew loses sight of the Competent Worker directing a shunting movement or loses radio or bell signal contact for more than 10 seconds, the rail traffic crew must stop the rail traffic immediately.

## 5 Shunting with train

Rail traffic crews must:

- Always operate from the leading cab of the rail traffic or from the nearest cab to the leading end that gives the best visibility
- Obtain the competent worker directing the shunting movement's proceed communication
- Sound the whistle to warn persons that the rail traffic is about to move
- after the shunt secure the rail traffic.

**NOTE**

Continual communication is not required to be maintained between the rail traffic crew and Competent Worker when the rail traffic crew has been directed to shunt forward to a STOP sign, departure signal or a specified location inside the yard.

## 6 Entering an un-signalled CRN yard

Rail traffic crews must:

- Stop at the STOP sign, STOP/END TRAIN ORDER WORKING sign, other prohibitive sign or at the first set of non-interlocked points and obtain clear instructions from the Network Control Officer.

Wait until their rail traffic has stopped completely at the arrival STOP/END TRAIN ORDER WORKING sign before requesting another proceed authority. Should other rail traffic be shunting within yard limits:

- Contact the competent worker directing the shunting movements
- Come to a clear understanding of the shunting movements taking place, and
- Obtain details of any unusual factors.

When authorised to enter the yard:

- ensure that the line ahead is unoccupied
- Sound the whistle to warn persons that the rail traffic is about to move, and
- Proceed at a suitable speed for the prevailing conditions limited to 25km/h.

Network Control Officers must:

- Confirm worksite protection arrangements within the yard.
- Confirm worksite protection arrangements for an adjoining train order section if the limits of a worksite within an un-signalled CRN yard extend to within 500m of the stop/end train order working sign.

Should other rail traffic be shunting within yard limits:

- Contact the Competent Worker directing the shunting movements
- Come to a clear understanding of the shunting movements taking place
- Obtain details of any unusual factors.
- Insert a reminder “Do Not Pass Stop Sign without NCO Authority” in the Special Instruction Field when issuing a train order to the boundary of an un-signalled CRN yard.
- Not issue a proceed authority to enter an un-signalled CRN yard until the rail traffic has stopped completely at the arrival STOP/END TRAIN ORDER WORKING sign.
- Advise rail traffic crew of any rail traffic movements or worksite protection arrangements prior to their rail traffic entering an un-signalled CRN yard.



#### **WARNING**

Network Control Officers must apply a block in the Control System) if shunting movements are being directed by a Competent Worker or protection arrangements are in place within an un-signalled CRN yard.

## **7 Departing a CRN yard**

Rail traffic crew must:

- Prepare the train for service (as required)
- Conduct a brake continuity test (as required)
- Obtain the network control officer's proceed communication or signal and directions to the exit-end limit of the yard
- Sound the whistle to warn persons that the train is about to move
- Obtain the correct proceed authority before departing the yard.

Competent Workers directing shunting movements must:

- Confirm it is safe for the train to depart

- Give the intended rail traffic crew a proceed indication in a manner which is only acted upon by the intended rail traffic crew
- If the track is clear, direct the rail traffic crew to proceed to the defined exit limit.

## 8 Worksite Protection

Worksite Protection must be conducted in accordance with CNWT 300 Planning Work in the Rail Corridor.

### 8.1 On running lines

Work in the Danger Zone may be carried out by using one of the following authorities:

- Local Possession Authority (LPA), as described in CNWT 302 Local Possession Authority
- Track Occupancy Authority (TOA), as described in CNWT 304 Track Occupancy Authority
- Track Work Authority (TWA), as described in CNWT 306 Track Work Authority
- Route Control Blocking (RCB), as described in CNWT 308 Route Control Blocking.

The preferred authorities for working on track are:

- Local Possession Authorities
- Track Occupancy Authorities.

### 8.2 On sidings

Work in the Danger Zone may be carried out by using:

- Local Possession Authority (LPA), as described in CNWT 302 Local Possession Authority

Or by use of one of the following methods:

- Siding Protection, as described in CNWT 309 Siding Protection
- Lookout Working, as described in CNWT 310 Lookout Working.

## 9 Track Vehicles

Track vehicles must be brought to a stand at the STOP/END TRAIN ORDER WORKING sign and the Track Vehicle Operator must then contact the NCO.

The NCO must advise the Track Vehicle Operator of any rail traffic movements or worksite protection arrangements within the yard.

After advising the operator of any operating restrictions / movements in the yard, the NCO may then allow the rail traffic to travel into the yard.

## 10 CRN related documents

- CNGE 202 Handsignals
- CNGE 204 Network communication
- CNGE 236 Responsibilities of Network Control Officers
- CNWT 300 Planning Work in the Rail Corridor
- CNTR 418 Yard limits

- CNTR 420 Shunting and marshalling
- CNTR 424 Propelling Rail Traffic
- CNSG 606 Responding to Signals and Signs
- CNSG 612 Overrun of Limit of Authority
- CNPR 719 Operating Ground Frames
- CNPR 721 Spoken and written communication