

Glenreagh Mountain Railway Inc.

SW 401 Passenger Train Operations GW 11/07

Document Status Record

Status	Date	Prepared	Reviewed	Board Approval	SMS Ref.
Issue 2 Revision 1	11/07	Steve Horton Document and Data Control	Greg Wilson Accreditation Manager	12/07	Section 02

1. INTRODUCTION:

This document has been compiled using GMR Risk Assessments RD201-RA001, RD201-RA002, RD201-RA101

This procedure will be used to control single train operations for use on the section of single line from Glenreagh West Station to Tallawudjah Creek Picnic area and return. This procedure is to be used for both normal running day operations and also single charter bookings and is the standard signaling procedure for all train departures and operations at Glenreagh West until superseded by either change to the track layout (passing loop, etc) and/or the installation of other signaling systems.

SW 401 will be reviewed by the Accreditation and Safety team every six months from date of issue and will be updated or withdrawn if any circumstances or track configurations change.

2. OPERATIONAL STAFFING

This operation requires the following minimum staff requirements for the standard train consist (Locomotive, two (HFO) end platform cars, if other consists are required the number of carriage attendant will increase by 1 for each additional carriage.

2.1 Recommended minimum for general running days

- Train Driver/s 1
- Locomotive Firemen 1
- Train Guard 1
- Train Manager 1
- Carriage attendants. 2
- Station Master 1
- Pedestrian Crossing Supervisor 1
- Pedestrian Crossing Assistant 1
- Glenreagh Traffic Manager 1 (Two-way radio monitor)
- Safety Officer 1

Recommended minimum staff required for basic operations 11, maybe reduced proportionally to minimum requirements as specified in 2.2 by the Glenreagh Traffic Manager if light customer traffic conditions permit. This does not include staff required for relief and shift changeover

2.2 Recommended minimum for Charter bookings or light customer traffic running.

- Train Driver/s 1
- Locomotive Firemen 1
- Train Guard 1
- Train Manager 1 (also acts as carriage attendant)
- Carriage attendants. 1 (only required if leading end platform is unlocked)
- Station Master / Glenreagh Traffic Manager 1 (Two-way radio monitor)
- Pedestrian Crossing Supervisor / Safety Officer 1

Recommended minimum staff required for basic charter or light traffic operations 7, minimum staff required 6 (light traffic and leading end platform locked).

3. Train departure procedure - Glenreagh West Station .

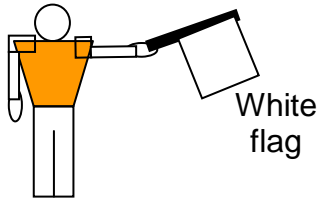
- 3.1. When the Train Driver is ready to depart the station on a forward journey (having ascertained that passengers are onboard and engine prepared) he is to blow one short blast on engine whistle to request clearance from Station Master.
- 3.2. When the Level Crossing Supervisor hears the one short blast from the engine they are to immediately close crossing gates and when gates are secure, display white flag to indicate to the Station Master that level crossing is secure.



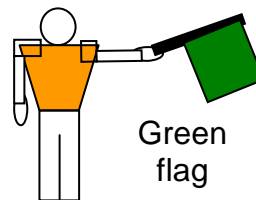
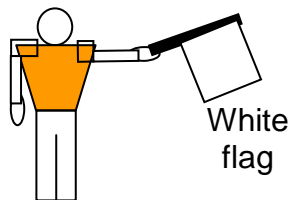
Glenreagh Mountain Railway Inc.

SW 401 Passenger Train Operations GW 11/07

- 3.3. When Station Master observes the white flag signal from the crossing guards he is to give one long sound on his whistle to indicate that the train is about to depart the platform.



- 3.4. The Station Master will then proceed to ensure all passengers are aboard, doors secure, platform secure.
3.5. Once this is done he is to blow his whistle a second time and then display the white flag signal to the train guard until the train guard acknowledges by displaying a green flag to the train driver.



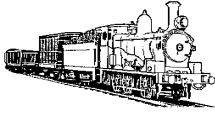
- 3.6. The Train Driver may proceed once he has both a white flag from the level crossing and a green flag from the Train Guard, and is to indicate the train's departure with one blast of the locomotive whistle.

NOTES

- The Fireman is to ensure that his side of the train is secure by observation and keep the Train Driver fully informed throughout these procedures
- Once the Train Driver has been given the green flag signal (step 5) by the Train Guard, the train departure must be allowed to proceed with no changes.
(in other words the green flag signal is the final step and may only be revoked for safety reasons, not late passengers, etc.)
- All personnel giving flag signals are to ensure that they position themselves so that the Train Driver has a clear unobstructed view of the person giving the signal.
- If the train is to reverse from the station for any reason, (to take on water etc.) then step 6 is to be carried out with 3 short blasts on the whistle (to indicate reverse direction) only after clearance is given by the guard to the driver by 2-way radio and displays a green flag. The Train Guard is also to give 3 short blasts on rear carriage air horns.
- These procedures are to be carried out regardless of any additional communications (by way of 2-way radio between Driver and Train Manager) so that audible and visual communications are relayed to all GMR personnel engaged in the immediate area of the train operations.
- The Train Manager is to be positioned at the entry door for train departure as he will be the able to contact the train driver (by 2-way radio) in the event of any reason to stop the train departing and only then in the case of an emergency.

Normal Event Sequence for SW 401

- | | |
|------------------------------|---|
| 1. Train driver | - blows whistle once requesting departure |
| 2. Level Crossing Supervisor | - secures level crossing and displays white flag signal |
| 3. Station Master | - blows whistle to indicate "all aboard" |
| 4. Station Master | - secures station platform |
| 5. Train Manager | - secures all train doors or carriage gates |
| 6. Station Master | - blows whistle and displays white flag signal |
| 7. Train Guard | - displays green flag signal |
| 8. Train Driver | - blows whistle and departs station |



Glenreagh Mountain Railway Inc.

SW 401 Passenger Train Operations GW 11/07

4. Level Crossing Flag Procedure - Glenreagh West Station

Further to the procedure outlined in SWU 401 regarding the Level Crossing flag procedure the following are to apply:

- 4.1. The Level Crossing Supervisor is to ensure that the crossing gates are secured when the train approaches and for the train to have right of way as required during the run and ensure crowd safety at the crossing.
- 4.2. The GMR member manning the level crossing on the station side (southern) of the track is deemed to be the Level Crossing Supervisor for the purpose of this procedure.
- 4.3. If at any time the Level Crossing Supervisor is out of the line of sight of the Train Driver (assisting people across track, etc) then the appropriate flag (red) is to be displayed in the flagpole at the level crossing in view of the Train Driver or in the case of the train propelling back the Train Guard.

5. Onboard Train Passenger Safety

- 5.1. Train Manager, Train Attendants and Train Guard are to ensure that all external platform gates (U boat doors) are closed and passengers are clear of doorways when the train is in motion.
- 5.2. If a Train Attendant, Train Manager or Train Guard have to, in the course of their duties, stand in an open doorway they are to maintain a firm hold.
- 5.3. All passengers should be seated where possible.
- 5.4. Passengers are not permitted to ride between cars
- 5.5. The Train Manager is to be positioned at the entry door for train departure as he will be the able to contact the Train Driver (by 2-way radio) in the event of any reason to stop the train departing and only then in the case of an emergency

6. General Crowd Safety

All GMR members are required to be aware of any members of the public who may not be keeping safe distance when the train is operating or other persons being present in other inappropriate areas and politely direct them to safe areas to ensure their safety.

7. Manning of Station Platform

During running operations:

- 7.1. The station platform must be manned at all times whilst the train is arriving, departing or stationary at the platform, by the Station Master or authorised assistant.
- 7.2. The station platform must also be manned when the train is doing a run through in either direction.
- 7.3. Passengers are only allowed on to the platform under the direction of the Station Master or authorised assistant.

8. Train Operating Members Identification

All members operating train on running days are to wear appropriate GMR recognizable clothing (GMR shirts, uniforms, etc) and name badges. This will aid recognition by both the public and members for crowd direction purposes.

9. Safety in the rail corridor.

As at all other times, all requirements of GMR SW 441 Track Safety Awareness are in force and persons working in the danger zone (other than station and train personnel) are to wear high visibility vests/clothing. Any personnel who have to enter the danger zone for any reason are to observe SW 441 and wear high visibility vests/clothing. The danger zone is defined as all the space within 3 metres horizontally from the nearest rail and any distance above or below this 3m, unless a safe place exists or can be created.

Work in the Danger Zone must not begin before the Protection Officer has put the required safety measures in place.