Cane Railways

SAFE OPERATING PRACTICES

Safety Responsibilities

Safety is an integral part of the job and all workers are required to exercise care and follow safe work practices at all times.

These rules when followed diligently will minimise the risk of injury to yourself, other workers and the general public.

Failure to do so will result in disciplinary action and/or summary dismissal.
Policies & Procedures

WORKPLACE HEALTH & SAFETY

Job Safety Requirements

• The actions of any member of the locomotive crew must not cause or create a risk of injury to any person on, or near, the train;
• All personal protective equipment must be used in accordance with standard practices policies;
• Train separation, a minimum of – 2 minute or 1 kilometre or as specified by operating procedures;
• Reading books, newspapers, magazines and while the locomotive is in motion is prohibited.
Policies & Procedures

WORKPLACE HEALTH & SAFETY

Job Safety Requirements

• Except for reporting an emergency, the use of Non-Company issued mobile phones is prohibited;
• The use of personal listening devices or playing electronic games while the locomotive is in motion is prohibited;
• High visibility shirts or vests shall be worn at all times when outside the operator’s cabin;
• The speed limit for in and around each factory yard is 10 km per hour.
Policies & Procedures

WORKPLACE HEALTH & SAFETY

Job Safety Requirements

• No person, other than the locomotive crew or others authorised by management is permitted to ride on the locomotive;
• Emergency vehicles shall have right of way at all crossings, at all times;
• Locomotive crew members are not permitted to walk across any bridge, culvert or similar structure not provided with a walkway or safety rails except in accordance of the provisions of a risk assessment;
• Any person operating or in charge of a train shall have a zero blood alcohol reading at all times whilst on duty.
Policies & Procedures

WORKPLACE HEALTH & SAFETY

Job Safety Requirements

• Before leaving the factory, locomotive crews must check with the Traffic Office to determine the location and movement of railway maintenance gangs and track mounted vehicles;

• The Traffic Office must be advised of any accident, its exact location and assessment of the type and severity of injuries and whether ambulance or other emergency services are required;

• Locomotive crews shall remain at the site of the accident until authorisation to leave has been given by police or emergency services personnel.
Locomotive Driver Responsibilities

• The Locomotive Driver is primarily responsible for the safe operation of the locomotive and train and for the safety of the driver's assistant and general public;
• Any person operating a locomotive, cane train or on-track vehicle shall possess the appropriate written authority to operate;
• If the locomotive is to be left unattended for any extended period of time the locomotive engine shall be shut down, with the parking brake fully applied and the electrical isolation switch put in the “off” position.
Locomotive Driver Responsibilities

- The Locomotive Driver Shall not use any stick, wedge or similar device to prop or wedge the locomotive throttle in an open or partly open position;
- Pre-start checks must be performed prior to the operation of a locomotive;
- When carrying out shunting operations, not move the locomotive or train unless a clearly understood signal has been received from the driver's assistant.
Locomotive Driver Assistants Responsibilities

• At all times follow the directions of the Locomotive Driver unless such direction is considered unsafe;

• Never jump off a locomotive. When dismounting a locomotive, always step off facing the direction the locomotive is travelling and only step off the locomotive when it is travelling at walking pace or slower;

• Never try to couple or uncouple locomotives, brake vans or bins while they are moving.
Locomotive Driver Assistants Responsibilities

• Under Queensland Law No person, except police and emergency services personnel are permitted to flag road vehicles through crossings when the lights are flashing except during emergency situations;

• All running line points shall be left set for running line traffic operations unless otherwise directed by the Traffic Office.
Traffic Officer Responsibilities

• The Traffic Officer shall follow all directions from factory management to ensure the safe operation of the factory transport (road / rail) system;

• Maintain safe paths for trains to operate on any part of the railway network under their control, including trains entering sidings, loops and yards;

• Use and monitor correct procedures and protocols for the radio communication systems.
### Policies & Procedures

**WORKPLACE HEALTH & SAFETY**

#### Signaling - Sounding of Locomotive Horn

<table>
<thead>
<tr>
<th>SIGNAL</th>
<th>NUMBER OF BLASTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signal understood</td>
<td>ONE short blast</td>
</tr>
<tr>
<td>Signal not understood</td>
<td>TWO short blasts</td>
</tr>
<tr>
<td>Return to Locomotive</td>
<td>THREE short blasts</td>
</tr>
<tr>
<td>Danger / Emergency</td>
<td>REPEAT short blasts</td>
</tr>
<tr>
<td>Runaway bins / train out of control</td>
<td>Drivers are advised to sound the horn if necessary, however must be mindful of the need to conserve air for braking.</td>
</tr>
</tbody>
</table>

Drivers are advised to sound the horn if necessary, however must be mindful of the need to conserve air for braking.
## Hand, Light Shunting Signals

<table>
<thead>
<tr>
<th>Action required from the Locomotive Driver</th>
<th>Day-time signals</th>
<th>Night-time signals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Move away from me</td>
<td>Arm swung in circular motion</td>
<td>Light swung in circular motion</td>
</tr>
<tr>
<td>Move towards me</td>
<td>Arm swung to and fro across body</td>
<td>Light swung to and fro across body</td>
</tr>
<tr>
<td>Slow down</td>
<td>Arm moved up and down</td>
<td>Light moved up and down</td>
</tr>
<tr>
<td>Stop</td>
<td>Both arms outspread above head</td>
<td>Light held steady above head, signal towards the locomotive</td>
</tr>
<tr>
<td>Close up (to couple bins)</td>
<td>Both arms held above head and repeatedly brought together slowly</td>
<td>Light moved up and down</td>
</tr>
</tbody>
</table>
Traffic Control

Standard radio protocols and calling procedures must be used.

Traffic Office directions shall be followed at all times unless there are circumstances which would result in a dangerous situation developing if a particular direction was carried out.
Traffic Control

Locomotive Drivers must call the Traffic Office, by means of the radio, to obtain permission before any of the following actions;

- Before entering or leaving the factory yard or other bin marshalling yards;
- Before proceeding onto the main line from any branch line, passing loop or junction;
- When following closely behind any locomotive or train on the same track section;
- At designated check points.
Visibility of Locomotives

Rotating/flashing beacons and headlights shall be switched on during all phases of locomotive day and night movement.

Headlights should be dipped (switched to low beam) as follows:

- In or when approaching factory yards;
- When following closely behind or approaching another train, locomotive or track vehicle.
Visibility of Locomotives

Headlights should be dipped (switched to low beam) as follows:

- At any time when members of the public or other persons, including factory personnel and other locomotive crews, could be dazzled by lights on high beam;
- When a motor vehicle is approaching from the opposite direction on an adjacent headland or roadway.
Public Road Crossings

When approaching or crossing any public road, the following rules shall be observed.

- Train speeds must take account of the prevailing weather conditions, environment, visibility of the crossing;
- When approaching any level crossing, locomotive crew must look for any situation which present an immediate danger of collision with the train;
- The locomotive's horn should be sounded well before the locomotive enters the roadway;
- The distance before the crossing that the horn is sounded depends on the location and crossing visibility; however, the minimum distance is 30 metres.
Public Road Crossings

At active crossings (ie. flashing lights) the encouraging (signalling) of road vehicles to move over a crossing while the flashing signal lights are operating is a breach of relevant road laws and is prohibited.
Train Operations

Cane bins left in sidings, loops or running lines require restraint to prevent their movement after uncoupling from the locomotive.

The most common restraint uses softwood chocks of triangular cross section.

While the actual chocking is normally undertaken by the driver’s assistant, the driver must be sure the chocks have been properly placed under the cane bins before any uncoupling of bins or locomotive occurs.
Train Operations

Because delivery points are shared workplaces always maintain a careful watch for farm tractors, haul outs or other mobile equipment while carrying out shunting movements.

Those at the siding first have right of way until their operation is completed.
Check Points

A designated check point in a cane railway network is a specific track location where it is mandatory for a locomotive crew to advise the Traffic Office that the locomotive is approaching or has reached that location.

Under no circumstances shall a locomotive or on-track vehicle pass a designated check point until a clearance to do so has been issued by the Traffic Office. This needs to be verified by the locomotive or on-track vehicle crew using the standard procedures set down for each individual factory.
Check Points

If authority to pass a designated check point has not been obtained before the check point is reached;

• the train must be brought to a stop at or;

• before the checkpoint and must wait at the checkpoint until authority to proceed is given by the Traffic Office.
Radio Communications

When using two-way radios the following procedures and protocols shall be adopted for safe, clear and concise transmission of messages. These include:

• All messages should be clear and kept short and concise;
• Except for emergency calls, before initiating a transmission, check that no other message is being transmitted;

*Radios are provided to improve the safety and efficiency of the tasks being undertaken.*
Radio Communications

When using two-way radios the following procedures and protocols shall be adopted for safe, clear and concise transmission of messages. These include:

- Inappropriate language and swearing is prohibited;
- All radio transmissions must use standard identification terminology and phraseology for the message content;
- All transmission and radio faults or difficulties must be reported to the Traffic Office.
Policies & Procedures

WORKPLACE HEALTH & SAFETY

Dangerous Situations

The following steps shall be taken by Locomotive Crews when members of the public are seen riding on cane bins;

• Report immediately these incidents to the Traffic Office:

• Record all such incidents on the locomotive running instruction.
Public on or Near the Running Line

Locomotive crews are required to notify the Traffic Office when sighting children, or other unauthorised persons, on or near the running line.

Also when spotted near other infrastructure such as bridges and delivery sidings.
TRAINING ASSESSMENT QUESTIONS – Cane Railways – Safe Operating Practices

DO NOT WRITE ON THIS QUESTION SHEET. Please complete the questions by providing your answers on the answer sheet provided.

Question 1 - Reading books, newspapers or magazines while the locomotive is in motion is permitted;

TRUE      FALSE

Question 2 - When is a mobile phone allowed to be used on a moving locomotive;

A  When the phone rings  
B  To text your family  
C  Important calls only  
D  Emergency use only

Question 3 - Who are the only people allowed to ride on a locomotive;

A  Cane railways personnel  
B  Its Locomotive crew or others authorised by company management  
C  Any company worker  
D  All of the above

Question 4 - Locomotive crews must have a zero blood alcohol reading at all times whilst on duty;

TRUE      FALSE

Question 5 - A Locomotive Driver shall not operate a locomotive unless all prescribed pre-start checks have been completed;

TRUE      FALSE
Question 6 - When dismounting a locomotive, always ...

A Jump off facing the direction the locomotive is travelling and only when it is travelling at walking pace or slower
B Jump off any time if you are fit
C Step off facing the direction the locomotive is travelling and only when it is travelling at walking pace or slower
D Step off any time as long as you are facing the direction the locomotive is travelling

Question 7 - Under Queensland law, where flashing lights are installed at road crossings who are the only people permitted to flag road vehicles through crossings;

A The Locomotive Driver
B The Locomotive Driver Assistant if the locomotive driver has been informed
C Police and emergency services personnel
D Any person at the crossing

Question 8 - When shunting what does the hand signal “arm swung in a circular motion” mean;

A Move towards me
B Slow down
C Move away from me
D Close up

Question 9 - If a haulout is unloading at the delivery siding when a locomotive arrives, the locomotive must wait at the running line turnout until that haulout has finished unloading;

TRUE FALSE

Question 10 - A Locomotive Driver must notify the Traffic Office by two way radio in which of the following situations;

A The train is brought to an unscheduled stop
B When a bin or a rake of bins has unintentionally become uncoupled from the locomotive
C Before commencing a return run to the factory
D All the above
TRAINING ASSESSMENT ANSWER SHEET
WH&S - Cane Railways – Safe Operating Practices

Instructions
- DO NOT WRITE ON THE QUESTION SHEET. Please complete the questions by providing your answers on the answer sheet provided.
- The assessment is open book and questions and answers are supplied within the information provided in the “Cane Railways – Safe Operating Practices” booklet available to you.

Date: ___________________________  Full Name: ___________________________  Company:__________________________

I have personally completed this examination and the answers provided are mine.

Signature: ___________________________

Site Location (circle):

<table>
<thead>
<tr>
<th></th>
<th>Millquin</th>
<th>Fairymead</th>
<th>Refinery Cane Supply</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>D</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Q 1   A    B    C    D
Q 2   True False
Q 3   A    B    C    D
Q 4   True False
Q 5   A    B    C    D
Q 6   A    B    C    D
Q 7   True False
Q 8   True False
Q 9   A    B    C    D
Q 10  A   B    C    D

FOR OFFICE USE ONLY

Score: / 10
Pass: yes  Further work required
Assessing Supervisor: ___________________________  Date: ___________________________