

PUBLIC TRANSPORT AUTHORITY
SAFEWORKING RULES AND PROCEDURES

2003
HANDSIGNALS
AND VERBAL
COMMANDS

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1. PURPOSE

The purpose of this rule is to detail the protocols for giving movement commands to *Rail Traffic Crew in the Public Transport Authority (PTA) Network*.

These commands control the movement of *Rail Traffic* through a *Level Crossing, Worksite* or during a *Shunting Operation*.

2. GENERAL

2.1. GIVING HANDSIGNALS

Handsignals must be given:

- facing the *Rail Traffic*;
- in such a position that there can be no misunderstanding as to the purpose of the *Handsignal*;
- in a clear and timely manner; and
- so that the *Handsignals* will be received and acted upon only by those who are being *Signalled*.

During *Shunting Operations*, where it is not possible to face the *Rail Traffic*, the *Handsignaller* must be satisfied that the *Rail Traffic Crew* can see all *Handsignals* or use an alternative method of communications e.g. radio.

A *Handsignaller* must:

- be in or have access to a *Safe Place*;
- be in clear view of those who are being *Signalled*; and
- as required, communicate with:
 - *Train Controllers*;
 - *Protection Officers (PO)*; and
 - *Rail Traffic Crew*.

At worksites and *Level Crossings*, the *Handsignaller* must remain at the required *Location*, unless they are:

- replaced by another *Handsignaller*, or
- no longer required.

If conditions such as visibility change, the *Handsignaller* must tell the *PO*.

When *Handsignalling* at a *Level Crossing* or *Controlled Absolute Signal* and visibility changes, the *Handsignaller* must tell the *Train Controller*.

In the *Electrified Area*, *Handsignals* conveyed by hand, flag or light must not be given above the head unless the *Worker* giving the *Handsignal* is standing on the ground.

2.2. RESPONDING TO HANDSIGNALS AND VERBAL COMMANDS

If the meaning of a *Handsignal* or verbal command is not understood, *Rail Traffic Crew* must stop the *Rail Traffic* to clarify the meaning.

Rail Traffic Crews must:

- obey *Handsignals* and verbal commands; and
 - acknowledge *Handsignals* and verbal commands, other than those given as part of *Shunting*.
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3. USE OF HANDSIGNALS AND VERBAL COMMANDS

Rail Traffic movement through a *Worksite* or during *Shunting Operations* must be directed by continual *Handsignals* or regular verbal commands.

Handsignals must be given using:

- flags or hands during daylight; and
- lights during the hours of darkness or *Low Visibility*.

A *Handsignal* must be continued:

- for an ALL CLEAR *Handsignal*, until acknowledged by the *Rail Traffic Crew*;
- for NORMAL SPEED and WARNING / CAUTION *Handsignals*, until the cab of the leading *Rail Traffic* has passed the *Handsignaller*;
- for a STOP *Handsignal*, until:
 - the *Rail Traffic* has stopped; or
 - the *Handsignaller* displays another *Handsignal*.

Where verbal commands are used to direct *Rail Traffic* movement, the *Competent Worker* directing the movement and the *Rail Traffic Crew*, must communicate at agreed intervals.

During *Shunting Operations*, if the *Rail Traffic Crew* lose sight of the *Handsignaller*, or after travelling half the nominated distance, there is no further *Handsignal* or verbal command, the *Rail Traffic Crew* must:

- bring the movement to a stop;
- sound the *Whistle*; and
- not move again until regular *Handsignals* or verbal commands are re-established.

When verbal commands are used for *Shunting*, the *Rail Traffic Crew* must be told the direction and distance to be travelled.

3.1. HANDSIGNALLING AT A SIGNAL

If *Handsignalling* at a *Controlled Absolute Signal* the *Handsignaller* must:

- be able to see whether the *Controlled Absolute Signal* is at Stop; and
- if *Rail Traffic* is required to stop, give a STOP *Handsignal* until *Rail Traffic* has stopped.

If the *Controlled Absolute Signal* being held at stop goes to clear, the *Handsignaller* must:

- tell the *Train Controller* to set the *Controlled Absolute Signal* at stop; and
- inform the *PO* where provided.

3.2. STANDING CLEAR OF A CONTROLLED ABSOLUTE SIGNAL

A *Handsignaller* must stand well away from the *Controlled Absolute Signal* if:

- *Rail Traffic* is not required to stop; or
 - not *Handsignalling* at a *Signal*.
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4. EMERGENCY OR DANGER HANDSIGNALS AND VERBAL COMMANDS

Rail Traffic Crew must stop their *Rail Traffic* immediately if they receive an EMERGENCY or DANGER *Handsignal* communicated by:

- vigorous and erratic waving of arms, a flag or a light; or
 - a verbal command "STOP, STOP, STOP".
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5. STOP HANDSIGNALS

Rail Traffic Crew must stop their *Rail Traffic* if they receive a STOP *Handsignal* given by:

- a red flag;
 - a red light; or
 - both hands held high.
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6. WARNING / CAUTION HANDSIGNALS

A *WARNING / CAUTION Handsignal* tells a *Rail Traffic Crew* to reduce to *Restricted Speed*, or to *Travel at Restricted Speed*.

A *Handsignaller* waves a yellow flag or yellow light from side to side to give *Rail Traffic Crew* a *WARNING / CAUTION Handsignal* when protecting a worksite.

Rail Traffic Crew must *Travel at Restricted Speed* until the last *Rail Traffic* has passed the worksite.

7. PROCEED AT NORMAL SPEED HANDSIGNALS

A *Handsignaller* holds a green flag or green light steady to give *Rail Traffic Crew* the *PROCEED AT NORMAL SPEED Handsignal*.









8. ALL CLEAR HANDSIGNALS





An *ALL CLEAR Handsignal* tells *Rail Traffic Crew* that *Workers* are aware of approaching *Rail Traffic* and the *Workers* will remain *Clear* until that *Rail Traffic* passes.

A *Handsignaller* holds up a steady white light or one hand to give the *ALL CLEAR Signal*.



9. GENERAL HANDSIGNALS







The following figures show the *Handsignals* that must be used in the PTA *Network*.






Handsignal/ Instruction	Verbal Command	Using Flags	Using Lights	Using Hands
9.1. STOP	"STOP" or "Red light" during <i>Shunting Operations</i> only	 Steady red flag	 Steady red light	 Both hands held high
9.2. EMERGENCY OR DANGER	"STOP, STOP, STOP"	 Vigorous and erratic waving of flag	 Waving any light in a vigorous and erratic manner	 Vigorous and erratic waving of arms
9.3. WARNING/ CAUTION	"Reduce to, and travel at <i>Restricted Speed</i> "	 Wave yellow flag slowly	 Wave yellow light slowly	Nil

Handsignal/ Instruction	Verbal Command	Using Flags	Using Lights	Using Hands
<p>9 . 4 .</p> <p>PROCEED AT NORMAL SPEED</p>	<p>"Proceed at Normal speed"</p>	 <p>Steady green flag</p>	 <p>Steady green light</p>	<p>Nil</p>
<p>9 . 5 .</p> <p>ALL CLEAR</p>	<p>"I am aware of your approach"</p> <p>"Clear to Proceed"</p>	<p>Nil</p>	 <p>Steady white light</p>	 <p>One hand held up</p>

10. SHUNTING HANDSIGNALS AND VERBAL COMMANDS

Signal/ Instruction	Verbal Command	Using Flags	Using Lights	Using Hands
<p>1 0 . 1 .</p> <p>MOVE AWAY</p>	<p>Say the identification (ID) of the person being addressed; then say "Move away from me"</p>	<p>Nil</p>	 <p>Swing white light backwards and forwards beside body</p>	 <p>Hold one hand up and outwards and wave in a vertical circle</p>

Handsignal/ Instruction	Verbal Command	Using Flags	Using Lights	Using Hands
<p>1 0 . 2 .</p> <p>MOVE AWAY SLOWLY</p>	<p>“(Your ID) Move slowly away from me”</p>	<p>Nil</p>	 <p>Swing green light backwards and forwards beside body</p>	 <p>Hold one hand up and outwards and wave in a vertical circle. Hold the other hand up and outwards.</p>
<p>1 0 . 3 .</p> <p>MOVE TOWARDS</p>	<p>“(Your ID) Move towards me”</p>	<p>Nil</p>	 <p>Wave white light slowly back and forth across the body</p>	 <p>Wave one hand slowly back and forth overhead</p>
<p>1 0 . 4 .</p> <p>MOVE TOWARDS SLOWLY</p>	<p>“(Your ID) Move towards me slowly”</p>	<p>Nil</p>	 <p>Wave green light slowly back and forth across the body</p>	 <p>Wave one hand slowly back and forth overhead, holding the other hand up and outwards</p>

Signal / Use	Verbal Command	Using Flags	Using Lights	Using Hands
<p>1 0 . 5 .</p> <p>C L O S E U P O R C O U P L E U P</p>	<p>“(Your ID) Close Up” or “(ID) Couple Up”</p>	<p>Nil</p>	 <p>Wave green light slowly back and forth across the body</p>	 <p>Hold both hands up and outwards and repeatedly bring hands together to form an arch</p>
<p>1 0 . 6 .</p> <p>A D M I T</p>	<p>“(Your ID) OK to enter”</p>	 <p>Wave green flag slowly back and forth across body</p>	 <p>Wave green light slowly back and forth across the body</p>	 <p>Hold one hand up and outwards</p>

11. REFERENCE

Nil

12. EFFECTIVE DATE

1 November 2015