

TERMINATING TRAINS AT STATIONS WORK INSTRUCTION

Work description: Carrying out checks of terminating trains at stations to ensure that all passengers have left the train prior to it departing for the depot or siding

Scope: All trains terminating at stations

References: N/A

PPE and precautions

Basic worker PPE

Competencies or qualifications

Station Operator, Train Operator

Licenses or permits required

Nil

Tools and equipment required

Handheld Portable Radio



Warning

Person may join the train after it has been inspected and prior to its departure and be transported into the depot or siding.

Notification of a Terminating train

Station Operator

The Train Controller will give advance notice to the Station Operator at the terminal station when a passenger train is to be withdrawn from service after setting down the passengers.

Station Operator will:

- Make their way to the platform to get on the train to aid the Train Operator in reminding the passengers to alight from the train
- make public announcements to the platform advising the passengers that the train is not in service

Checking trains prior to departure

Station Operator

Station Operators will be advised to meet the train on arrival by the Train Controller and carry out the carriage checks prior to departure.

Station Operators will:

- Meet the train on arrival at the terminating platform after being advised by the Train Controller
- Arrange with the Train Operator as to carry out a thorough check of each train carriage being mindful of sleeping passengers and passengers using their mobile phones
- Visually check from the outside of the train to ensure no person has gained access to the train during the process
- Ensure all passengers and staff are clear of the train and advise the Train Controller to close the PSG's and move the train

Train Operator

Train Operators will:

- Arrange with the Station Operator as to Carry out a thorough check of each train carriage being mindful of sleeping passengers and passengers using their mobile phones
- Always check behind as you leave the carriage to ensure no passenger has inadvertently joined the train
- Visually check from the outside of the train to ensure no person has gained access to the train during the process
- Ensure all passengers and staff are clear of the train and advise the Train Controller to close the PSG's and move the train

Be vigilant as doors are closing ensuring passengers do not rush to board the train.

Additional controls

Where possible a Station Operator should be situated on the platform to observe passenger movements on the platform while the carriage check is being conducted.

Approved By:

☐ Director, Operations and Maintenance

☐ Department Manager

☐ Manager, HSE (Operations and Maintenance)

Signature:

Date: