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		Shunting - Yard Operation			

Document Status

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Revision Record

Revision	Date Issued:	Description of change:
1	24/11/12	Minor revisions

PROCEDURE FOR SHUNTING

ITSRR Prohibition Notice in relation to not riding on wagons or steps of locomotives is to be strictly adhered to.

Shunters shall not perform the task unless they are competent to do so.

Any persons in the vicinity of the shunt is to be informed that the shunting movement is about to take place, and they must be requested to move to a safe place if they are not directly involved in the shunting activities.

Prior to shunting, all movements should be planned and be clearly understood by all persons involved.

- Drivers and Shunters must confer and come to an understanding of the shunting requirements and clarify any given instructions.
- Drivers and Shunters must know what type of coupling that is on the vehicle and if that coupling is compatible with the couplings being used.
- Both the driver and shunter must come to a clear understanding in relation to each other's roles and responsibilities and duties.
- When shunting using hand held radio's communication must be maintained and instructions given within 20 seconds. If a driver has not received an instruction in this time frame, the driver must bring the shunting movement to a stand and attempt to contact the person controlling the shunt.

When shunting rolling stock belonging to third party or other stakeholder's, all personnel conducting the shunting operation must assess the risk involved with the

type of coupling on the rolling stock to be involved and the procedure required to safely shunt the vehicles to be involved in the shunting movement.

SAFETY NOTE

When shunting, coupling, uncoupling, or any time it is required for personnel to be within the vehicle outline, a clear understanding must be conveyed to the driver not to move until they are given directions from the person controlling the entrance of personnel within the vehicle outline as per the ITSRR Prohibition Notice.

DRIVERS MUST NOT MOVE THE LOCOMOTIVE UNTIL INSTRUCTED TO DO SO.

Shunting

After a clear understanding of the shunt has been reached the Shunter will:

- Communicate with the driver of the shunting locomotive in person or using via two way radio using correct radio protocol before commencing a shunting movement.
- Control the shunt.
- Ensure that all points, levers, switches and signals are correctly set for the movement, and it is clear before using the radio or hand signals to control the shunt.
- Ensure that all level crossings involved are protected during shunting movements.
- All warning devices have been activated prior to the shunt taking place if applicable.

The Shunter must:

- Walk clear of the four foot and any opposing movements, or travel in the leading vehicle if it is suitable for that purpose.
- Precede the shunting movement at all times if on foot.
- Keep in constant communication with the driver via portable radio or hand signals.
- Not place themselves at risk with other trains or the train that they are shunting.
- Always be in a position to stop the shunt in emergency.
- When shunting using hand signals always remain in sight of the driver.
- Bring the movement to a complete standstill to align couplings and attend to air hoses prior to coupling rolling stock
- Inform the driver about intentions to enter between rolling stock to couple or uncouple, and only do so when he has assurance from the driver that the train is safely secured by the train brake and independent brake, the reverser on the locomotive is centred, and it is safe to do so.
- Inform the driver when coupling / uncoupling has been completed and the shunter is clear of the rolling stock

The shunting driver must:

- Immediately bring the shunting movement to a stand if contact with the shunter is lost for any reason.
- Acknowledge any instructions given via radio communication.
- Have a clear understanding of the movement taking place.
- Control the train at a safe speed during shunting movements.
- Bring the train to a standstill if any doubt arises in regards to the shunting movement taking place.
- Bring the train to a standstill if any person enters the danger zone at any time whilst the shunting movement is taking place.
- Follow all directions of the shunter at all times during a shunting movement.

When instructed to stop by the shunter, for the purpose of the shunter entering between rolling stock, the driver must apply the locomotive independent brake, and the automatic portion (train) brake, ensure the throttle is fully shut, and centre the reverser handle.

When the above steps are in place the driver will then give the assurance to the shunter that it is safe to enter between rolling stock to couple or uncouple rail vehicles.

AT NO TIME SHALL ANY PERSON BE PERMITTED TO ENTER THE DANGER ZONE, OR ENTER BETWEEN ROLLING STOCK WHEN SHUNTING MOVEMENTS ARE TAKING PLACE.

ONLY PERSONS SUITABLY COMPETENT IN OTHR SHUNTING PROCEDURES ARE TO CONTROL SHUNTING MOVEMENTS.

SHUNTING MOVEMENTS MUST CEASE IF AT ANY TIME THE SHUNTING CAN NOT BE PERFORMED SAFELY OR ANY DOUBT ARISES IN REGARDS TO THE SAFETY OF ANY PERSON IS COMPROMISED.

UNDER NO CIRCUMSTANCE SHALL PERSONS WHO HAVE NOT BEEN ASSESSED IN OTHR SHUNTING PROCEDURES, ESPECIALLY THOSE PERTAINING TO SCREW AND HOOK AND LINK COUPLINGS, ATTEMPT TO COUPLE OR UNCOUPLE ITEMS OF ROLLINGSTOCK.