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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

Hands signals 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.

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.

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”.

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.
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.

<table>
<thead>
<tr>
<th>Handsignal/Instruction</th>
<th>Verbal Command</th>
<th>Using Flags</th>
<th>Using Lights</th>
<th>Using Hands</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>STOP</strong></td>
<td>&quot;STOP&quot; or &quot;Red light&quot; during Shunting Operations only</td>
<td>Steady red flag</td>
<td>Steady red light</td>
<td>Both hands held high</td>
</tr>
<tr>
<td><strong>EMERGENCY OR DANGER</strong></td>
<td>&quot;STOP, STOP, STOP&quot;</td>
<td>Vigorous and erratic waving of flag</td>
<td>Waving any light in a vigorous and erratic manner</td>
<td>Vigorous and erratic waving of arms</td>
</tr>
<tr>
<td><strong>WARNING/CAUTION</strong></td>
<td>&quot;Reduce to, and travel at Restricted Speed&quot;</td>
<td>Wave yellow flag slowly</td>
<td>Wave yellow light slowly</td>
<td>Nil</td>
</tr>
</tbody>
</table>
### Handsignals and Verbal Commands

<table>
<thead>
<tr>
<th>Handsignal/Instruction</th>
<th>Verbal Command</th>
<th>Using Flags</th>
<th>Using Lights</th>
<th>Using Hands</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>9.4.</strong> PROCEED AT NORMAL SPEED</td>
<td>&quot;Proceed at Normal speed&quot;</td>
<td>Steady green flag</td>
<td>Steady green light</td>
<td>Nil</td>
</tr>
<tr>
<td><strong>9.5.</strong> ALL CLEAR</td>
<td>&quot;I am aware of your approach&quot;</td>
<td>Nil</td>
<td>Steady white light</td>
<td>One hand held up</td>
</tr>
</tbody>
</table>

#### 10. Shunting Handsignals and Verbal Commands

<table>
<thead>
<tr>
<th>Signal/Instruction</th>
<th>Verbal Command</th>
<th>Using Flags</th>
<th>Using Lights</th>
<th>Using Hands</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>10.1.</strong> MOVE AWAY</td>
<td>Say the identification (ID) of the person being addressed; then say &quot;Move away from me&quot;</td>
<td>Nil</td>
<td>Swing white light backwards and forwards beside body</td>
<td>Hold one hand up and outwards and wave in a vertical circle</td>
</tr>
<tr>
<td>Handsignal/Instruction</td>
<td>Verbal Command</td>
<td>Using Flags</td>
<td>Using Lights</td>
<td>Using Hands</td>
</tr>
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<td>------------------------</td>
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<td>-------------</td>
<td>-------------</td>
</tr>
<tr>
<td><strong>10.2.</strong> MOVE AWAY SLOWLY</td>
<td>“(Your ID) Move slowly away from me”</td>
<td>Nil</td>
<td>Swing green light backwards and forwards beside body</td>
<td>Hold one hand up and outwards and wave in a vertical circle. Hold the other hand up and outwards.</td>
</tr>
<tr>
<td><strong>10.3.</strong> MOVE TOWARDS</td>
<td>“(Your ID) Move towards me”</td>
<td>Nil</td>
<td>Wave white light slowly back and forth across the body</td>
<td>Wave one hand slowly back and forth overhead</td>
</tr>
<tr>
<td><strong>10.4.</strong> MOVE TOWARDS SLOWLY</td>
<td>“(Your ID) Move towards me slowly”</td>
<td>Nil</td>
<td>Wave green light slowly back and forth across the body</td>
<td>Wave one hand slowly back and forth overhead, holding the other hand up and outwards</td>
</tr>
<tr>
<td>Signal / Use</td>
<td>Verbal Command</td>
<td>Using Flags</td>
<td>Using Lights</td>
<td>Using Hands</td>
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<td>-------------</td>
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</tr>
<tr>
<td>10.5. CLOSER OR COUPLE UP</td>
<td>“(Your ID) Close Up” or “(ID) Couple Up”</td>
<td>Nil</td>
<td>Wave green light slowly back and forth across the body</td>
<td>Hold both hands up and outwards and repeatedly bring hands together to form an arch</td>
</tr>
<tr>
<td>10.6. ADMIT</td>
<td>“(Your ID) OK to enter”</td>
<td>Wave green flag slowly back and forth across body</td>
<td>Wave green light slowly back and forth across the body</td>
<td>Hold one hand up and outwards</td>
</tr>
</tbody>
</table>

11. REFERENCE
Nil

12. EFFECTIVE DATE
1 November 2015