



NATIONAL RAILWAY MUSEUM Port Adelaide

# **Guard's Responsibilities and Duties for the Semaphore and Fort Glanville 457mm Gauge Tourist Railway**

A supporting document of the  
National Railway Museum 457mm Railway - Safety Management Plan

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## Introduction

### Purpose.

This Document has been raised as a supporting document to  
The National Railway Museum  
*457mm Gauge Railways Safety Management Plan.*  
It lays out the duties and responsibilities of supervisors employed on guard  
duties on the 457mm Gauge Railway at the  
Semaphore to Fort Glanville Railway.

**Definitions.** The following definitions are used within this document:

#### **National Railway Museum**

The National Railway Museum at Lipson Street Port Adelaide.

#### **NRM**

The National Railway Museum

#### **Operations Manager (OM)**

Throughout this document the term "Operations Manager" shall be deemed to mean the Operations Manager of the National Railway Museum, or his delegate.

#### **Driver**

A NRM or volunteer authorised to carry out 457mm Gauge Railway driving duties at Semaphore, and is the crew member responsible for the train's operation.

#### **Guard**

A NRM volunteer authorised to carry out guard duties on the 457mm gauge railway at Semaphore.

#### **Conductor**

A NRM volunteer authorised to collect fares and sell tickets for the 457mm Gauge Railway at Semaphore.

Under normal circumstances this is a non-operational position.

#### **Crew**

The crew consists of the driver, guard and conductor manning the train on the day of operation.

## Duty Responsibilities

1. **Operational Requirements.** Guards are to carry out their duties in accordance with the requirements, instructions and procedures laid out in:-
  - 1.1. NRM Document 457.2012.109  
457mm Gauge Railway Safety Management Plan.
  - 1.2. NRM Document 457.2016.318  
Safeworking Instructions and Procedures for the Semaphore and Fort Glanville 457mm Gauge Tourist Railway.
2. **Dress and Behaviour.** Due to direct contact with museum customers and the general public, guards all are required to dress and behave in a manner that does not compromise safety or bring the museum into disrepute. The appropriate protective clothing and footwear is to be worn.
3. **Hours of Duty.** Guards should commence their duties at a time that allows the train to be ready at Semaphore Station by 1100 hrs, to commence operations for the day. The last train for the day should leave Semaphore Station at 1600 hrs.
4. **Variations to Hours of Duty.** The above hours may be varied by the crew due to NRM requirements, special operations, adverse weather conditions or breakdown. The Operations Manager or, if he is not available, the Duty Manager should be advised of any variations.
5. **Security.** A guard is to ensure the safe keeping of all NRM property and equipment used by or in their possession whilst on duty, and is to ensure that the locomotive is not left unattended.

## Pre Operational Duties.

6. **Attendance Register.** On arrival at Semaphore sign the attendance register.
7. **Notice Folders.** Check the General Notice, Safety Notice and Operational Notice folders for new notices and if required by the notice sign it to indicate that the notice has been read and understood.
8. **Notice Boards.** Check all Operational Notice Boards for notices that may affect or are relevant to the day's operations.

9. **Consist Preparation.** Guards are to prepare the consist for the day's operation by:
- 2.1. Cleaning the consist including the windows where fitted.
  - 2.2. Placing the wooden seats in place and checking their serviceability and if required replace damaged seats.
  - 2.3. Ensuring that all the required flags are on-board.
  - 2.4. Ensuring that the first aid kit and burns kit are on board.
  - 2.5. Ensuring that that the knapsack sprays are operational and on board.

**Set up for Daily Operations.**

10. **Battery Chargers Leads.** Disconnect the battery charging leads and ensure they are correctly stored. Close and secure the battery compartment on the consist.
11. **Train Set Up.** Assist the driver to set up the train for the day's operations, and shall watch the consist as it leaves the shed in case of derailment.
12. **Emergency Brake Test.** Assist the driver to carry out a check on the emergency brake system for operation and ensure the locomotive head light is working.
13. **Shed Security.** Ensure that the all shed doors are closed and locked and the car park chain is in place and locked.
14. **Movement to Semaphore Station.** When ready to depart the shed area give the driver the right of way signal.
15. **Shed/ Mainline Switchstand.** Stop the train once the rear of the train has cleared the point and set the switchstand for mainline and lock it in position. Once set give the driver the right of way to proceed to Semaphore Station.
16. **Train Turn Around.** Assist the driver to run the locomotive around the train and recouple to southern end of the train.
17. **Emergency Brake Test.** Assist the driver to carry out a check on the emergency brake system for operation and ensure the locomotive head light is working.
18. **Station Set Up.** Set up the Semaphore Station area for daily operations. This will involve the setup of the notice and timetable boards and the roadside sign. The conductor can be tasked to assist in this task.

## Daily Operations

- 19. Trips.** Each trip consists of a movement from Semaphore Station to Glanville Station and return. The procedures laid out in Paragraphs 20 to 32 inclusive of this document are to be followed for each trip.
- 20. Trip Scheduling and timing.** Liaise with the driver to plan the scheduling of trips for the days operations. Once a time for departure has been set ensure that the train will be ready to depart on time.
- 21. Trip Preparation.** To prepare for a trip carryout the following:-
  - 21.1.** Open the doors on the consist in preparation of passenger boarding.
  - 21.2.** Supervise the loading of passengers. Do not physically assist any passenger to board the train unless the passenger has requested assistance and given permission for it. The conductor should be collecting fares and issuing tickets at this time.
  - 21.3.** Physically check all consist doors and ensure that they are closed and the locking bars are correctly in place.
  - 21.4.** Nip the passenger's tickets. This may be done whilst counting the passengers.
  - 21.5.** Count the number of passengers on the train and enter the required information for the trip on the daily running sheet.
  - 21.6.** Brief the passengers on the safety requirement of the ride. i.e. the requirements to remain seated and keep arms and heads inside the confines of the carriage.
- 22. Pre-departure Checks Semaphore.** Once all passengers have been loaded carryout the following checks:-
  - 22.1.** That that the number of passengers has been recorded and that their tickets have been nipped.
  - 22.2.** All consist doors are closed and secured.
  - 22.3.** That the wheel chocks have been removed and are on board the train.
  - 22.4.** The turntable is set for the eastern track and locked in place.
  - 22.5.** That the area around the train is clear and the conductor is on board.
- 23. Movement to Glanville Station.** On completion of the pre-departure check return to the end of train, turn on the flashing lights, and give the driver right of way signal commence the movement to Glanville Station. Whilst on the move be prepared to stop the train if an unsafe condition arises.

- 24. Train Turn around at Glanville Station.** On arrival at Glanville Station, turn off the flashing lights, and assist the driver run the locomotive around the train and recouple to it in preparation to return to Semaphore Station.
- 25. Emergency Brake Test.** Assist the driver to carry out a check on the emergency brake system for operation and ensure the locomotive head light is working.
- 26. Passenger Unloading Glanville.** On arrival at Glanville there will be some passengers that to leave the consist to view the turnaround of the locomotive or to leave the train. The guard or conductor should open the consist doors to allow passengers to exit the train. Do not physically assist any passenger to exit the train unless the passenger has requested assistance and given permission for it.
- 27. Passenger Loading Glanville.** Supervise the loading of passengers on the train. Ensure that all returning passengers are back on board before accepting any new passengers. The conductor is to collect fares and issue tickets if there are any new passengers joining the train.
- 28. Pre- departure Checks Glanville.** Once all passengers have been loaded carryout the following checks:-
  - 28.1.** That that the number of passengers has been recorded and that their tickets have been nipped.
  - 28.2.** All consists doors are closed and secured.
  - 28.3.** That the wheel chocks have been removed and are on board the train.
  - 28.4.** The turntable is set for the eastern track and locked in place.
  - 28.5.** That the area around the train is clear and the conductor is on board.
- 29. Return Movement to Semaphore.** On completion of the pre-departure check return to the end of train, turn on the flashing lights, and give the driver right of way signal commence the return movement to Semaphore Station. Whilst on the move be prepared to stop the train if an unsafe condition arises.
- 30. Passenger Unloading Semaphore.** Turn off the flashing lights and supervise the unloading of passengers by opening all the consist doors to allow passengers to exit the train. Do not physically assist any passenger to exit the train unless the passenger has requested assistance and given permission. The doors may be left open so that passengers wishing to travel on the next train may board.
- 31. Train Turn around at Semaphore Station.** On arrival at Semaphore Station assist the driver to run the locomotive around the train in and recouple to it in preparation for the next scheduled trip.

32. **Emergency Brake Test.** With the guard's assistance check the emergency brake system for operation and ensure the locomotive headlight is working.
33. **Last Train of the Day.** On arrival at Semaphore Station on completion of the last trip of the day there is no requirement to run around the train.

### **End of Daily Operations and Stabling**

34. **Station Shut Down.** Place the notice and timetable boards back on the train and place and lock the roadside sign in the locked pram enclosure. The conductor can be tasked to assist in this task.
35. **Turntable.** Ensure that the turntable has been set for the eastern track and both locking bars are in place and locked.
36. **Push Back Movement.** When ready to depart to the shed area give the driver the right of way signal.
37. **Shed/ Mainline Switchstand.** Stop the train before the rear of the train has reached the Shed/ Mainline switchstand and set the point for the shed spur and lock it in position. Once set give the driver the right of way to proceed to shed area and be prepared to stop the train short of the shed.
38. **Shed Doors.** Stop the train short of the shed doors and open the doors and assist the driver to place the consist into the shed for storage.
39. **Consist Stabling.** Assist the driver to park the consist in the shed. Before uncoupling the locomotive from the consist ensure that the wheel chocks are in place.
40. **Battery Chargers Leads.** Open the battery compartment doors on the consist and reconnect the battery charging leads. Ensure that the batteries are charging.
41. **Driver Assistance.** Where possible assist the driver to prepare the locomotive for shut down.

### **Post Operational Administration Duties**

42. **Documentation.** Ensure that the Daily running sheet has been completed.
43. **Return of Documentation.** Hand the daily running sheet and any other required documentation to the conductor who will return it to the museum office at the same time that the fare money is returned.
44. **Volunteer Timesheet.** Enter the time in the time finished column and sign the volunteer timesheet.