

INSTRUCTIONS

FOR THE

DIRECTION OF EMPLOYES

CONCERNED IN

FOG-SIGNALLING

All Previous Instructions conflicting herewith are hereby Cancelled.

M. W. B. RONALD,
Chief Traffic Manager

DETONATING SIGNALS.

1. **Detonators.**—(a) Drivers, Guards, Signalmen, Gatekeepers, Gangers, Foremen (where necessary) and Fog-signalmen must be provided with Hand Detonators, which they must always have ready for use when on duty; and every person in charge of a Station must keep a supply of these Signals in a suitable place, known by, and easy of access at all times to every person connected with the Station.

(b) All the persons above named will be held responsible for maintaining the proper supply of Detonators.

Where the use of Detonators is prescribed by any Rule, Regulation or Instruction, the Detonators must be used by day and night, unless otherwise specified.

2. **Use of Detonators, etc.**—(a) Detonating Signals must be used for the purpose of attracting the attention of Trainmen to the exhibition of Hand Signals or to an obstruction on the line. Hand Detonators must be placed as nearly as possible in the centre of the rail, and the clasps bent round the upper flange of the rail to prevent them from falling off.



Detonator clipped on rail

After having fixed the Detonators on the rail at the distance prescribed by any Rule, Regulation or Instruction, the employee whose duty it is to exhibit the Hand Signal must place himself between the Detonators and the Fixed Signal or obstruction for which he is signalling and exhibit the Hand Signal so that it may be seen by the Driver immediately after the locomotive or train has exploded the Detonators.

(b) When a locomotive or train explodes a Detonator in clear weather, the Driver must immediately reduce speed, and bring his train under complete control, so as to enable him to stop at once if required, and then proceed cautiously to the place of obstruction, or until he receives a further Signal for his guidance. If after the explosion of a Detonator the Driver receives a Green Hand Signal waved slowly from side to side, he must reduce the speed of his train to 15 miles (25 km) an hour or such other speed as may be prescribed, over the portion of the line protected by such Green Signal.

(c) When a locomotive or train explodes a Detonator in foggy weather, or when from any other cause a distinct view cannot be obtained, the Driver must immediately reduce speed and bring his train under complete control, so as to be prepared to obey any Signal that may be exhibited. If he receives a Red or Danger Hand Signal he must at once bring his train to a stand; if, however, after the train has been brought nearly to a stand, the Red or Danger Signal be changed to a Green Hand Signal held steadily in the hand, the Driver will know that such Green Signal is exhibited for the purpose of repeating the Distant Signal at Caution.

When, after the explosion of a Detonator in foggy weather, the Red or Danger Hand Signal is changed to a Green Hand Signal, where Three-position Signals are in operation, the Driver will understand that such Green Signal is exhibited for the purpose of repeating a Signal at the "Warning" position.

(d) When used to repeat a Fixed Signal, the explosion of a Detonator must be regarded as indicating that the Fixed Signal is at the Danger or Stop position unless the Driver can clearly see that the Signal is displaying a Signal to proceed; and, even though the Signal is displaying a Signal to proceed, the Driver must, nevertheless, be prepared to obey any Hand Danger Signal that may be exhibited.

When, in consequence of any repairing operations to the Permanent Way or Works, or for any similar cause, a reduction of speed is necessary over a portion of the line in foggy weather, the Driver will be verbally warned by the Flagman, after which the Red or Danger Hand Signal will be changed to a Green Signal, waved slowly from side to side. See Regulation 274.

3. **Detonators to be Carefully Handled.**—(a) Detonators must be carefully handled, as they are liable to explode if roughly treated. They must be kept in dry places.

(b) Unless instructions are issued to the contrary, every man's stock of Detonators must be tested at intervals of not more than six months, to ensure that they are in good condition.

(c) Detonators must be issued in the order in which they are received from the Stores Branch; those which have been the longest on hand being always used first, to avoid an accumulation of old stock.

(d) Should any Detonator fail to explode when run over, or explode with only a faint report, the Hand-signalman must recover the defective Detonator and hand it to the Signalman, who must report the circumstances to the Stationmaster, or Officer in Charge who must send the defective Detonator, with full reports, to the Manager or Superintendent of the District.

SIGNALLING IN FOGGY WEATHER.

4. **When Fixed Signals Cannot be Seen.**—(a) In foggy weather, or during falling snow, or when from any similar cause the Fixed Signals cannot be clearly seen at a distance of not less than 400 metres, it is the duty of the Stationmaster or other appointed person to take care that Fog-signalmen are employed at all the places where their services are required, and, where Repairers are employed for the purpose, to arrange beforehand with the Roadmaster, or other responsible officer, for the Repairers or other employes who are to act as Fog-signalmen to be at the various Posts.

The Ganger, or Leading Man, must not be assigned a fixed Post, but must be left free to examine his line, as directed by Regulation 280. He may, however, when no other competent man is available, be employed to call the Fog-signalmen, to visit them at their Posts, and distribute Detonators and refreshments when available in accordance with Regulation 107.

(b) Absence, owing to sickness or other cause, of any man appointed to a Fog-signalman's Post, must be immediately reported by his superior officer to the Stationmaster, or other responsible person, who must at once correct the list of Fog-signalmen.

5. **Employment of Fog-signalmen and Groundmen.**—Except where instructions are issued to the contrary, when a fog occurs during the day between 6 a.m. and 8 p.m., the men appointed to act as Fog-signalmen must at once report to the Stationmaster or Officer in Charge and take his instructions. Those who have to do duty at intermediate Junctions or Signal-boxes away from a Station, must report to the Signalmen on duty at the respective Boxes.

6. When it is necessary to employ Fog-signalmen during the night between 8 p.m. and 6 a.m., the Officer in Charge must arrange to have the men called and sent to their respective Posts. If the Fog-signalmen become aware, from their own observation, or from information given to them, that their services are required during the night, or at any other time when off duty, they must at once report themselves to the Stationmaster, or to the Signalman, if appointed to any intermediate Junction or Signal-box away from a Station, without waiting to be called; but this will

not relieve the Stationmaster or Signalman from the responsibility of sending for the Fog-signalmen when necessary.

7. (a) If the Fog-signalman, on his way to the Signal-box to report himself for fog-signalling duty, has to pass the signal to which he is appointed, he must, when practicable, if that Signal is at "Danger" place two Detonators, 10 metres apart, on one rail of the line for which he is fog-signalling; and then proceed to the Signal-box, returning to his Post as promptly as possible.

(b) When the fog has cleared, and the Fixed Signals can be seen at a distance of 400 metres, the Fog-signalman must place two Detonators, 10 metres apart, on one rail of the line for which he is fog-signalling and then go to the Signalman at the Box in connection with which he is employed, and take his instructions as to whether his services are any longer required for fog-signalling duties. If on arrival at the Signal-box, the Fog-signalman is informed that his services are no longer required, he must return to his Post and remove the Detonators from the rails if they have not been exploded.

When, owing to the fog clearing, the Fog-signalman ceases duty during daylight, he must extinguish the light in the Fixed Signal (except in the case of Signals fitted with Electric Lights or long-burning Oil Lamps), but he must be careful not to do this after the time arranged for lighting Signals for the night; in every case, when a Fog-signalman extinguishes the light of a Signal he must inform the Signalman.

8. Articles Supplied to Fog-signalmen and Details of Duties.—

(a) Except, where special instructions are issued to the contrary, each Fog-signalman must, before proceeding to his post be supplied with not less than thirty-six Detonators, a Hand Signal Lamp, trimmed and lighted, and a Red and a Green Flag. The Fog-signalman, when taking duty at a Post, and finding the Signal is not at the "Danger" or "Stop" position, must satisfy himself, as far as practicable, that the Signal is working properly, and that the Signal Lights are showing clearly.

(b) If fog-signalling for a Distant Signal, he must place himself outside the Signal in connection with which he works, and as far from it as is consistent with his keeping it well in sight. When he arrives at his Post, should the Distant Signal be at "Caution," or whenever a train has passed him in the direction of the Signal-box from which the Signal is worked, and so long as the Signal exhibits the "Caution" Signal, he must place and keep two Detonators fixed, 10 metres apart, on one rail of the line for which the Signal is at "Caution," and exhibit a Red Hand Signal to the Driver of an approaching train, until such train has been brought nearly to a stand, when he may exhibit a Green Hand Signal to the Driver and Guard to allow the train to proceed. When the "Proceed" Signal is exhibited at the Distant Signal, the Fog-signalman must remove the Detonators from the rail and exhibit to the Driver and Guard a Green Hand Signal, held steadily in the hand.

(c) The Fog-signalman must see that the Distant Signal which has been taken off for a train to pass is placed to "Caution", after the passing of such train. If, after a reasonable time has elapsed, the Signal is not placed to "Caution", the Fog-signalman must, if Detonators are not already down, put down two Detonators, and go back to protect the train a sufficient distance along the Line, showing a Red Hand Signal, and must there place on one rail of the Line for which he is signalling, three Detonators, 10 metres apart, and return to where the Signal is within his view. The next following train must be stopped, and the Driver instructed to proceed cautiously, and to inform the Signalman (at the Box in advance) of the circumstances. The same precautions must be taken in the event of the light of the Distant Signal being out, and the Fog-signalman not being able to relight it.

(d) Where there is a Distant Signal on the same Post as a Home, Starting or Advanced Starting Signal (see clause (b), Regulation 49), it will not be necessary to put down more than two Detonators, although both Signals are at "Danger," but the Fog-signalman must not take up the Detonators unless the "Proceed" Signal is exhibited at both Signals.

Should a train or locomotive be stopped at the Signal, the Fog-signalman must go back and protect it as directed in clause (i) hereof.

Should the Home, Starting or Advanced Starting Signal be taken off and the Distant Signal remain at "Caution," the Fog-signalman must then signal as for a Distant Signal, and, if the fog is so dense that the Driver cannot see the Distant Signal, the Fog-signalman must verbally caution him by using the words "Home Signal Off—Distant Signal On", "Starting Signal Off—Distant Signal On", or "Advanced Starting Signal Off—Distant Signal On," as the case may be.

(e) If fog-signalling for a Repeating Signal, the Fog-signalman must place himself outside the Signal in connection with which he works, and as far from it as is consistent with his keeping it well in sight. When he arrives at his Post, should the Signal be at the "Warning" position, or whenever a train has passed him in the direction in which the Signal applies, and so long as the Signal exhibits the "Warning" signal, he must place and keep two Detonators fixed, 10 metres apart, on one rail of the Line to which the Signal applies, and exhibit a Red Hand Signal to the Driver of an approaching train, until the Driver has been warned by the explosion of one (or both) of the Detonators, when he may exhibit a Green Hand Signal to the Driver and Guard to allow the train to proceed.

When the "Proceed" signal is exhibited at the Repeating Signal, the Fog-signalman must remove the Detonators from the rail and exhibit a Green Hand Signal, held steadily in the hand, to the Driver and Guard.

If when the train passes, the Signal does not go to the "Warning" position, the Fog-signalman must, if Detonators are not already down, put down two Detonators and go back to protect the train a sufficient distance along the Line, showing a Red Hand Signal, and must there place on one rail of the Line for which he is signalling three Detonators, 10 metres apart, and return to where the Signal is within his view. The next following train must be stopped, and the Driver instructed to proceed cautiously, and to inform the Stationmaster or Signalman at the first Station or Signal-box of the circumstances.

(f) When a Fog-signalman is employed in connection with the Home, Starting (or advanced starting signal), he must place two Detonators, 10 metres apart, on one rail of the Line for which the Signal is at "Danger", and exhibit a Red Hand Signal to the Driver of an approaching train until the train has been brought to a stand. When the Signal is placed to the Proceed position, the Fog-signalman must remove the Detonators, and exhibit a Green Hand Signal held steadily.

Where Three-position Signals are in use, the Fog-signalman must not take up the Detonators unless the "Clear Normal Speed", or the "Clear Medium Speed", or "Reduce to Medium Speed" Signal is exhibited.

When a "Warning" Signal is displayed, indicating that the Signal next in advance is at "Stop", the Fog-signalman must continue to exhibit his Red Hand Signal until the Driver has been warned by the explosion of one (or both) of the Detonators, when the Green Hand Signal must be exhibited to the Driver and Guard.

When a Signal to proceed is displayed by a Calling-on or a Low Speed Signal, the Fog-signalman must leave the Detonators on the rail, and exhibit the Red Hand Signal until the train has been brought quite or nearly to a stand; he must then verbally inform the Driver that it is the "Calling-on" or "Low Speed" Signal which is displayed, and exhibit a Green Hand Signal to the Driver as an intimation to proceed cautiously. (For duties of Fog-signalman where appointed in connection with an Automatic Signal, see page 7).

(g) The Fog-signalman must see that the Home, Starting or Advanced Starting Signal which has been taken off for a train to pass goes to the "Stop" position after the passing of such train.

If the Starting or Advanced Starting Signal or other Signal in advance of the Signal-box should fail to go to the "Stop" position after the passing of the train, the Fog-signalman must, in addition to putting down two Detonators and exhibiting his Red Hand Signal to stop a following train, at once communicate with the Signalman.

In the case of a Home Signal in the rear of the Signal-box failing to go to the "Stop" position after the passing of the train, the Fog-signalman must, in addition to placing two Detonators on the rail at the Signal, go back to protect the train a sufficient distance along the Line showing a Red Hand Signal, and must there place on one rail of the Line for which he is signalling three Detonators 10 metres apart and return to where the Signal is within his view. If the Signal is still showing a Signal to "Proceed" the Fog-signalman must regard the Signal as defective and must stop the next following train, and inform the Driver of the circumstances. The Driver must not pass the Home Signal, but after bringing his train to a stand at the Signal must at once send his Fireman to inform the Signalman that the Home Signal failed to go to the "Stop" position after the passage of the preceding train; in the case of an Electric Train the Fog-signalman must, after the train has been stopped at the Signal, go to the Signal-box and inform the Signalman of the circumstances.

If when going back the Fog-signalman come to a Fog-signalman at the next Signal in the rear, or arrive at a Signal-box, he must inform such Fog-signalman or Signalman of the fact of the Signal in advance having failed and then return to where the defective Signal is within view. The Fog-signalman or Signalman in the rear must take the necessary steps to stop the next following train, and must, after informing the Driver of the circumstances, instruct him to proceed cautiously.

(h) Where a telephone is provided, the Signalman in charge of the defective Signal must be immediately informed of the defect.

(i) If when a Fog-signalman first arrives at his Post, or at any time while he is fog-signalling he become aware of any obstruction on the Line in the immediate neighbourhood of the Signal for which he is signalling, either from a train not having gone forward or from any other cause, he must leave the Detonators on the rail and go back a sufficient distance along the Line showing a Red Hand Signal to protect such obstruction and must there place on one rail of the Line for which he is fog-signalling three Detonators 10 metres apart, and return to where the Signal is within his view. When he is satisfied that the obstruction has been removed he must take up the more distant Detonators and return to his Post.

If the Fog-signalman in going back, as directed above, should arrive at a Signal-box, he need not proceed beyond the Box, but must there place three Detonators, 10 metres apart, on one rail of the Line for which he is signalling, and advise the Signalman in charge of the Box of the circumstances. The Signalman so advised must keep his Signals in the Stop position and not allow any train to pass his Box in the direction of the obstruction until he has been informed that the obstruction has been removed.

(j) After having fixed the Detonators on the rail, the Fog-signalman must place himself between the Detonators and the Fixed Signal or obstruction for which he is signalling, and so exhibit the Hand Signals that they may be seen by the Driver after the engine or train has exploded the Detonators.

(k) Fog-signalmen must stand in the best position (having regard to their own safety) for effectively giving the Hand Signals to the Driver and Guard.

(l) (i.) The Fog-signalman must not remove any of the Detonators from the rail until he has made quite sure that the proper Signal to proceed is exhibited by the Fixed Signal for which he is signalling. He must not allow himself to be guided by the sound of a Signal moving or a movement of a balance weight. When the Fixed Signal for which he is fog-signalling cannot be seen by the Fog-signalman, he must, unless he can satisfy himself to the contrary, assume that it is at the "Danger" or "Stop" position.

(ii.) The Fog-signalman must not remove Detonators from the rail when there is a risk of personal injury in doing so.

(m) If, after the Detonators have been removed, the Fixed Signal should be put to the "Danger", "Stop," or "Warning" position before the leading vehicle of the train has passed it and the Fog-signalman not have time to replace a Hand Detonator on the rail, he must show a Red Hand Signal and do all in his power to attract the attention of the Driver and Guard.

(n) On Single Lines the Fog-signalman, when he is satisfied that a train is approaching from the opposite direction, must, unless he has reason to stop the train, withdraw his Red Hand Signal, and, if he can do so without risk of personal injury, remove the Detonators until such train has passed, when the Detonators must be again placed on the rail and the Hand Signal exhibited as required.

(o) Guards and Drivers must act strictly in accordance with the prescribed Rules and Regulations, and in cases of accident, failure, or obstruction, must not depend upon Fog-signalmen for the protection of their trains.

(p) **Duties of Fog-signalman where Appointed in Connection with an Automatic Signal.**—(i) When a Fog-signalman is employed in connection with an Automatic Signal, he must place two Detonators, 10 metres apart, on one rail of the Line for which the Signal is at Stop, and exhibit a Red Hand Signal to the Driver of an approaching train until the train has been brought to a stand.

(ii) Where Three-position Signals are in use, the Fog-signalman must not take up the Detonators unless the "Clear Normal Speed," "Clear Medium Speed," or "Reduce to Medium Speed" Signal is exhibited.

When a Warning Signal is displayed indicating that the Signal next in advance is at Stop, the Fog-signalman must continue to exhibit his Red Hand Signal until the Driver has been warned by the explosion of one (or both) of the Detonators, when the Green Hand Signal must be exhibited to the Driver and Guard.

(iii) In the case of an Automatic Signal having failed to go to the Stop position after the passage of the train, the Fog-signalman must go back and act as prescribed for the Fog-signalman at a Home Signal; see clause (g), page 6. The next following train must be stopped, and the Driver instructed to proceed cautiously, and to inform the Stationmaster or Signalman at the first Station or Signal-box of the circumstances.

9. **Supply of Detonators, Hand Lamps and Flags.**—(a) A sufficient supply of Detonators, Hand Lamps and Flags for the use of Fog-signalmen must be kept at the station and in the Signal-boxes in connection with which the men are employed. If the number of Detonators first supplied to the men is likely to become soon exhausted, they must communicate with the nearest Station or Signal-box and obtain a further supply.

Should the Fog-signalman have to leave his Post for any purpose, he must leave two Detonators on one rail of the Line for which he is signalling.

(b) The Hand Lamps and Flags supplied to Stations and Signal-boxes for fog-signalling must not be used for any other purpose except when specially authorised or in cases of emergency, such as a train accident when the Lamps and Flags are not required for fog-signalling. The Lamps must be kept in proper repair and the Flags in proper condition, and the Lamps, after use, must be properly cleaned, trimmed, filled and placed in a convenient place ready for immediate use.

The total number of Fog-signalmen's kits (viz., 1 Hand Lamp, 1 Green and 1 Red Flag) must be entered in the Order-book at the Station or Signal-box, as the case may be; and the Stationmaster or Signalman will be responsible for the required number being available for use when required.

10. **Stationmaster to satisfy himself that Fog-signalmen are at their Posts.**—(a) The Stationmaster must satisfy himself that the Fog-signalmen have duly proceeded to their respective Posts when it is necessary for them to do so. (See clause 4, page 17).

(b) **Relief Men.**—Stationmasters (when the Traffic Branch Staff is employed), or Road Foreman or Ganger (when Repairers are employed) must arrange for relief-men, should it be necessary.

11. **Fog-signalling at Signal-boxes in Absence of Fog-signalmen.**—(a) At all Signal-boxes where no Fog-signalmen are appointed, or where such men are appointed but have not arrived, the Signalman, when he requires to stop an approaching train, must, when practicable, in addition to keeping his Signals at the "Danger" or "Stop" position, place two Detonators on the Line to which the Signals apply, sufficiently apart to give two distinct and separate reports.

(b) At Crossing Places on Single Lines, when it is necessary to cross two trains, and Fog-signalmen are not in attendance, the Signalman must fix two Detonators, 10 metres apart, on one rail of the Single Line, at the Distant Signal or (where a Distant Signal is not provided) at a sufficient distance outside the Home Signal at each end of the yard, or see that some other competent employe does so.

Where the Electric Staff system is in operation, the Detonators must be fixed before permission is given for the Staffs to be withdrawn for the trains which have to cross.

On Lines worked under the Train Staff and Ticket System, the Detonators must be put down at least twenty (20) minutes before either train is due to arrive.

(c) The same course must be followed in the event of the Running Line being fouled inside the Home Signal, whether by shunting operations or by any other obstruction, the Detonators being put down outside the Home Signal at one or both ends of the yard, as may be necessary.

12. **Signals to be Frequently Worked, etc.**—During the prevalence of severe frosts or falls of snow, the Signals and Points must be frequently worked by the Signalmen when the sections are clear and no train has been signalled, in

LIST OF STATIONS AND SIGNAL BOXES WHERE SPECIAL INSTRUCTIONS ARE IN FORCE.

Station or Signal-box	Line Up or Down	Special Instructions
Flinders-street "A" Box	Down Lines to Spencer-street Various	Three men must be provided to work under the instructions of the Signalman as may be necessary.
Flinders Street "C" Box	Points Nos. 81, 155, and 157	When any locomotive or train runs out over the trailing Points on either of the Viaduct Lines in order to shunt to another road, the Fog-Signalman appointed for the purpose must, if it is not dealt with immediately, go at once to the Signal-box and remind the Signalman of its position and remain at the Box until the Signalman informs him that it has been dealt with. The Signalman must place and keep a sleeve on the lever of each Signal applying to that Down Viaduct Line until such time as the obstruction is removed: in addition, he must notify the other Signalman on duty in the Box regarding the description and position of the obstruction.
		The Groundman must inform the Signalman by telephone when each engine or train is clear of the Points leading to the Sidings. The Telephone for Points No. 81 is in the sentry box adjacent to the Points and the Telephone for Points Nos. 155 and 157 is in the sentry box near Post No. 106.

LIST OF STATIONS AND SIGNAL-BOXES—Continued.

Station or Signal-box	Line Up or Down	Special Instructions
Mordialloc	A Groundman to be provided to act under the instructions of the Signalman and to keep the latter advised as to the position of trains or engines at each end of the yard as required.
Northcote	Down Line	The Fog-signalman at Post No. 5 must inform the Signalman at Northcote by the telephone at foot of Post, when the train or locomotive with proper Tail Signal attached has passed Post No. 5 and whether the Signal has been placed at "Stop".
Clifton Hill "A" and "B" Boxes	Signalmen to keep each other informed as to the state of the different tracks.
Wallan	Down Line	The Signalman may permit a Down train waiting permission to proceed into the Section in advance to go forward towards the Down Starting Signal (Post No. 18) provided he has been advised by the Fog-signalman that the previous train has gone past the Starting Signal, and that such Signal has been placed at "Stop".
		The Fog-signalman must have a proper Fog Signalling Kit and Fog-signal for the Starting Signal on Post 18 in the usual way, and protect a train whilst it is waiting at the Starting Signal, in addition to supplying the information required above.

GENERAL

The following Instructions are supplementary to those contained in the Book of Rules and Regulations:—

1. **Appointment of Fog-signalmen and Groundmen.**—(a) At every station where Track Force Employes are utilised as Fog-signalmen or Groundmen (see clause 16), the Metropolitan District Engineer must, on or before the 1st February in each year, furnish Stationmasters in the areas covered by the Road Foremen, Spencer Street, North Melbourne, Flinders Street 1 and 2, and Oakleigh, with a statement showing the names of the Repairers and other Employes who will be available to act as Fog-signalmen or Groundmen. Similar information must be furnished to Stationmasters by all Country Road Foremen where Fog-signalmen are employed.

The following information in respect of each man must be supplied:—

- (i) Name (Christian and Surname).
- (ii) Grade.
- (iii) If in possession of—
 - (a) Copy of current Fog-signalling instructions.
 - (b) Book of Rules and Regulations.
 - (c) General Appendix.
- (iv) If to the required standard in vision, hearing and colour sense.

The Stationmaster must remind the Metropolitan District Engineer or Road Foreman in good time that the foregoing information is required.

(b) (i.) At all locations shown on pages 13 and 14 the Officer in Charge or Stationmaster must, not later than the 15th February in each year, furnish the Chief Traffic Manager, Room 23, and the Manager, Suburban stations or District Superintendent, with a list showing the names and addresses, etc., of the Fog-signalmen and Groundmen, and the post or position to which each man is appointed. The information must be forwarded on the proper Form, A.55, which will be supplied in due course by the Chief Traffic Manager, Room 23. THE STATEMENT FURNISHED BY THE METROPOLITAN DISTRICT ENGINEER OR ROAD FOREMAN IN RESPECT OF THE REPAIRERS WHO WILL ACT AS FOG-SIGNALMEN OR GROUNDMEN MUST BE ATTACHED TO THE FORM FORWARDED TO THE CHIEF TRAFFIC MANAGER, ROOM 23.

Hereunder is a list of locations at which Fog-signalmen must be appointed in the event of a fog arising.

At all other locations, Regulation 104 must be complied with:—

COUNTRY LOCATIONS

Ararat "A" and "B"	Euroa	Nagambie
Armstrong	Geelong 'A' & 'B'	Narre Warren
Avenel	Gheringhap	Nhill
Bacchus Marsh	Gisborne	North Geelong 'A', 'B' & 'C'
Baddaginnie	Glenorchy	Numurkah
Bairnsdale	Glenrowan	Nyora
Ballan	Glen Thompson	Ouyen
Ballarat 'A', 'B', 'C' and 'D'	Gordon	Pakenham
Ballarat East	Great Western	Parwan
Bealiba	Hamilton	Pimpinio
Barnawartha	Heyfield	Portland
Beaufort	Heywood	Ravenswood
Benalla 'A' and 'B'	Horsham	Riddell
Bendigo 'A', 'B', 'C' and 'D'	Jung	Rockbank
Berwick	Kangaroo Flat	Salisbury Loop
Bowser	Kaniva	Serviceton
Branxholme	Kilmore East	Seymour 'A' and 'B'
Broadford	Koo Wee Rup	Shepparton
Buangor	Korong Vale	South Geelong
Bungaree	Korumburra	Springhurst
Bunyip	Kyabram	St. Arnaud
Burrumbeet	Kyneton	Stawell
Camperdown	Lal Lal	Stratford
Castlemaine 'A' and 'B'	Langi Logan	Strathmerton
Chiltern	Lara	Sunbury
Clarkefield	Leongatha	Sydenham
Clunes	Lethbridge	Tallarook
Colac	Little River	Tallygaroopna
Condah	Longwarry	Toolamba
Corio	Longwood	Traralgon
Craigieburn	Lubeck	Trawalla
Cranbourne	Macedon	Violet Town
Creswick	Maffra	Wallan
Deep Lead	Malmsbury	Wal Wal
Diapur	Mangalore	Wangaratta
Diggers Rest	Maroona	Warragul
Dimboola	Maryborough	Warrenheip
Donald	Melton	Willaura
Donnybrook	Meredith	Windermere
Doon	Middle Creek	Wodonga
Drouin	Mildura	Woodend
Dunkeld	Moe	Yarragon
Dunolly	Mooroopna	
Eaglehawk	Morwell	
Echuca	Murchison East	
Elaine	Murtoa	
Elphinstone		

METROPOLITAN LOCATIONS

Albion	Lalor
Ashburton	Laverton
	Lilydale
Batman	McIntyre Loop
Baxter	Macleod
Bayswater	Mentone
Bell	Merri
Box Hill	Mooroolbark
Broadmeadows	Mordialloc
Brooklyn	Moreland
Brunswick	
Burnley	Newmarket
	Newport
Camberwell	Northcote
Caulfield	North Melbourne Junction
Cheltenham	
Clifton Hill 'B' Box	Oakleigh
Coburg	
Croydon	Parkdale
Dandenong	Reservoir
Deer Park West	Ringwood
Diamond Creek	
	Somerton
Eltham	Somerton Loop
Essendon	Somerville
Fairfield	South Kensington Box
Fawkner	Spencer Street No. 1 Box
Frankston	Spotswood
Franklin Street Box	Springvale
Flinders Street "A"	St. Albans
Flinders Street "B"	Stony Point
Flinders Street "C"	Sunshine Loop
Flinders Street "D"	Sunshine
Flinders Street "E"	
	Thornbury
General Motors	Tottenham
Gowrie	Tullamarine Loop
Graham	
Greensborough	Upfield
Hastings	Viaduct Box
Heidelberg	
Hurstbridge	Werribee
	Westall
Jewell	West Footscray
	Williamstown
Kensington Box	West Tower
Keon Park	

(k) At all Signal-boxes (where Fog-signalmen are appointed) from Kensington Junction and South Kensington to Flinders Street "E" (Jolimont Junction) and Burniey Junction inclusive, one spare Fog-signalman, or two, if available should be appointed to each Signal-box. If the regular men have reported for duty, the spare man or men must remain in attendance until further instructed, and advice be sent at once by telephone to the Chief Train Controller. If any Station or Signal-box be short supplied, the Chief Train Controller must be promptly advised, when the best arrangements possible will be made as to the disposal of the spare men.

(d) Accompanying the list must be forwarded a statement giving the name of every weekly paid employe in the Traffic Branch at the Station, who is over 19 years of age, and who has not been allotted a position either as **Fog-signalman** or **Groundman**, and stating the reason for his exclusion.

(e) Before forwarding the list, an inspection of the Fog-signalling equipment at the Station and Signal-box must be made in order to see that the requisite number of Hand Signal Lamps and Flags are on hand and in good order; and also that a sufficient supply of Detonators is in stock. Any defect in the equipment or shortage of Detonators must be promptly brought under notice.

(f) A list of the names and addresses on A. 55 of the Fog-signalmen and Groundmen, including the Post or position to which each man is appointed, must be kept exhibited in a conspicuous place in the Stationmaster's office, also in each Signal-box, and in any other convenient place that may be necessary to ensure all concerned having ready access to the information.

(g) It must be understood that the list showing the names and addresses of the Fog-signalmen and Groundmen must be kept exhibited until such time as they are revised each year. Absence, owing to sickness, transfer, or other cause at any time, must be immediately reported to all concerned (see clause 2 of these Instructions), and the list at once corrected. This is specially necessary, in view of the fact that provision is made for the Instructions for Fog-signalling becoming effective, not only in foggy weather, but also when, from any similar cause, such as dust or snow storms, smoke, etc., the Fixed Signals cannot be clearly seen.

(h) When a new man is appointed to the position of Fog-signalman or Groundman, the Stationmaster must forward particulars on the proper Form (see specimen Form at the end of these Instructions), to the Chief Traffic Manager, Room 23, Manager Suburban Stations or District Superintendent. In the case of any employe who belongs to a foreign Station or Depot, the Form received from such employe's supervising officer must be attached to the Form filled in by the Stationmaster, and forwarded to the Chief Traffic Manager, Room 23, (See sub clause (a) in this connection). Changes in the address or the Calling Station of any employe already appointed must be notified by memo.

(i) The Superintendent of Melbourne Yard, and the Yard Master, Flinders Street, must make all the necessary Fog-signalling arrangements for the Signal-boxes in the areas controlled by them and carry out the duties laid down in these Instructions to be performed by the Stationmaster.

(j) Any employe whose Vision, Hearing or Colour Sense is below the standard, must not be appointed to a position as **Fog-signalman**, or **Groundman**, or **Supervisor**.

(k) **Fog-signalmen and Groundmen to Visit their Posts.**—The Stationmaster or other Supervising Officer must arrange for every employe, as soon as possible after his appointment to the position of Fog-signalman or Groundman, to visit during daylight all posts at Stations where they are appointed, which are ordinarily manned during foggy weather, in order that they may make themselves familiar with the locality of each such signal.

2. **Fog-signalmen and Groundmen not Available for Duty.**—(a) When an employe of the Way and Works Branch, who has been appointed to a position as Fog-signalman or Groundman, is not available for duty as such, the Ganger, in addition to advising the Stationmaster, must at once notify the Road Foreman in writing, giving full details.

On receipt of this advice the Road Foreman must immediately provide a substitute, if one is available, and furnish full particulars on proper Form (see specimen Form at end of these Instructions) to the Stationmaster. If a substitute cannot be provided by the Road Foreman the Stationmaster must be so advised at once and he will arrange to have the vacancy filled.

Any change in the address of a Fog-signalman or Groundman must be notified to the Stationmaster, or other Officer concerned in writing, who must then advise the Chief Traffic Manager, Room 23.

(b) As far as is reasonably practicable, annual leave should not be granted to employes appointed to Fog-signalmen's or Groundmen's duties during the period 1st May to 31st August inclusive. In the event, however, of leave being arranged the foregoing instructions in regard to the appointment of a substitute must be complied with.

(c) If any difficulty is experienced by the Stationmaster in obtaining the necessary men, the Chief Traffic Manager, Room 23, the Manager, Suburban Stations or District Superintendent and Safeworking Officer must be promptly communicated with.

3. **Examination of Fog-signalmen.**—(a) All examinations in Fog-signalmen's duties should be completed each year not later than the 31st March.

(b) The Chief Traffic Manager will arrange for the examination of every Fog Signalman in the Melbourne Yards, Flinders Street Yard, on all Suburban Lines and at Stations in the outer Suburban area as far as and including Werribee, Somerton, Somerton Loop, Brooklyn, Healesville and Stony Point. At other locations, the District Safeworking Officer will be responsible for the examination of every Fog Signalman in his District.

(c) Employes of the Traffic Branch who are in possession of a Guard's or other Safeworking certificate, and are required to perform Fog-signalling duties shall be fully examined in fog-signalling duties when being re-examined periodically as laid down in the General Appendix, and a special fog-signalling examination will not be necessary.

(d) All other Traffic Branch Staff including those who hold safeworking certificates but who are not periodically re-examined, and employes of other Branches who are required to perform fog signalling duties, must be examined therein every year.

4. **Stationmaster to Satisfy Himself Fog-signalmen and Groundmen are at their Posts.**—(a) In foggy weather, or when from any other cause the Fixed Signals cannot be clearly seen at a distance of not less than 400 metres, it is the duty of the Stationmaster, or other appointed person, to take care that Fog-signalmen and Groundmen are employed at all the places where their services are required.

(b) **Dust Storms, Smoke, etc.**—If at any time the Fixed Signals cannot be clearly seen at a distance of not less than 400 metres owing to their being obscured by smoke, falling snow, or dust, and such conditions are likely to continue, it is the duty of the Stationmaster or other appointed person to take care that Fog-signalmen and Groundmen are employed in the same way as in foggy weather. In any such case the Signalmen and the Fog-signalmen, and any other employes concerned, must understand that, as far as is reasonably practicable, any Rule, Regulation, or other Instruction that becomes effective during foggy weather, will also become effective during such time as the Fixed Signals cannot be clearly seen from any cause other than fog.

(c) The Stationmaster must satisfy himself that the Fog-signalmen and Groundmen have duly proceeded to their respective Posts when it is necessary for them to do so; and take the name of every man before sending him to the Signal-box to sign on. The Stationmaster must keep in close touch with the Signalman in charge of the Box until all the necessary positions have been filled.

5. **SAFEWORKING OFFICE**—(a) The Safeworking Office, Flinders Street, is open from 6.00 a.m. to 12.00 midnight, Mondays to Saturdays.

During the periods the Safeworking Office is closed, all arrangements in connection with Fog-signalmen will be attended to by the Chief Train Controller, Spencer Street, 'phones (where selector 'phone not available) Auto 1217, 1218 and 1219.

(b) The Operations Officer and the Safeworking Officer who are on afternoon duty must remain on duty all night, should the weather conditions be such as to indicate that a fog will occur before 6.00 a.m. Both Officers must co-operate in any action they may be able to take to ensure the Fog-signalmen and Groundmen being on duty for the first passenger trains.

6. (a) If the weather be foggy when the Stationmaster comes on duty in the morning, he must immediately communicate with the Signalman and ascertain what men have reported for fogging duty, what posts have been manned, and what arrangements have been made for calling those men who have not yet arrived.

(b) **Lighting, Extinguishing and Cleaning of Signal Lamps (Regulation 87).**—The employe whose duty it is to attend to the lighting and extinguishing of Signal Lamps, must give special attention to the weather conditions and, if there are indications that a fog may occur before the usual time for lighting the Signal Lamps, he must take steps to have them lighted at once. He must not extinguish the Signal Lamps until he has consulted the Signalman-in-charge, and the latter has agreed that they may be extinguished. Stationmasters and Foremen must see that Station Assistants and Lampmen whose duty it is to attend to Signal Lamps understand and observe all instructions in regard to lighting and extinguishing the Lamps. Every employe connected with the working of Signals or trains, including any Supervisor of Fog-signalmen, must give attention to the condition of Signal Lamps, and in the event of a Lamp not showing properly, must at once take steps to have the defect rectified.

7. **Calling Arrangements.**—(a) The Chief Traffic Manager, Room 23, will issue lists of Fog-signalmen to be called.

(b) When, from the indications, it appears reasonable to anticipate the approach of a fog any Stationmaster who has been furnished such a list, must take what ever steps he deems necessary to call these men as expeditiously as practicable.

It is most important that Fog-signalmen and Groundmen lose no time in proceeding to their Posts after being called.

8. **SUPPLY OF REFRESHMENTS:**—(a) Inquiries should be made when an employe takes up duty as Fog Signalman or a Groundman as to whether he has recently had a meal, and, if not, the Officer-in-Charge is to endeavour to obtain suitable refreshments from a nearby cafe or milk bar. If it is not practicable to supply suitable refreshments a meal allowance under the appropriate award will be paid after 3 hours fog-signalling duty. If on duty for a further 5 hours, a further meal allowance is to be paid.

(b) The most suitable refreshments are hot pies, sandwiches and bread and cheese, and hot tea or coffee, and, when necessary, such refreshments must be provided, and an account for the same forwarded to the Manager, Suburban Stations or District Superintendent concerned. No intoxicating liquor is to be supplied to Fog-signalmen or Groundmen.

9. **Train Register Books.**—The Signalman must record in the Train Register Book, or where no Train Register Book is provided, in the Special Record Book, the time the Signals become obscured, and when they can again be clearly seen at a distance of not less than 400 metres. The entries in the Train Register Book must be made across the figure column on the line immediately following the previous entry.

10. **Signing On and Off Duty.**—(a) Except as provided in sub-clause (c), before an employe commences duty as a Fog-signalman or a Groundman, he must sign on in the Train Register or other book provided for the purpose at the Signal-box in connection with which he is employed, and show the time; and before going off duty he must sign off in the same book, and again show the time.

(b) Fog-signalmen and Groundmen appointed to any of the Signal-boxes from Kensington or South Kensington to Flinders Street "E" (Jolimont Junction) inclusive, must report for duty to the Signalman, as in the case of intermediate Junctions or Signal-boxes away from the Station.

(c) When a Fog-signalman starts from a Station, or has to pass a Signal-box on his way to take up fog-signalling duties at a Distant Signal, he must personally inform the Signalman at such Station or Box that he is going to commence fog-signalling at that Signal, and the Signalman so informed must advise the Signalman at the Box from which the Distant Signal is worked that the Fog-signalman has gone to his Post, stating the time; and the Fog-signalman will not then be required to go to the Box in connection with which he is employed to sign on duty. The time at which the Fog-signalman is reported as going to his Post must be recorded in the Train Register Book or the Attendance Book, as the case may be, at each place. The Fog-signalman must sign on at the Station or Box in the rear; but it will be necessary for him to sign off duty at the Signal-box from which the Signal in connection with which he is employed is worked. In such case the Fog-signalman's Lamp and Detonators must be kept at the Station or Box at which he reports himself on duty.

(d) Where Attendance Books are provided for the Fog-signalmen, a separate book is to be used for each alternate fortnight, after the manner of the Train Register Book, and when in case of a fog the Attendance Book has been used, it must be forwarded along with the Train Register Book to the Safeworking Officer.

11. **Distant Signals to be Manned First.**—When a fog or other conditions arise which render necessary the employment of Fog-signalmen, the first Fog-signalmen to arrive must, except where otherwise provided, be sent to the Distant Signals, even if they are not the regular men appointed to those Posts. As the manning of Distant Signals is of first importance, the men who are most readily available should be appointed to those Signals.

12. **Appointment to Supervisor.**—When the total number of Fog-signalmen, not including Groundmen, exceed 6, a competent man must be appointed as Supervisor to visit them at their Posts, and see that they are performing their duties in a proper manner, and are supplied with the necessary Signals, furnishing them with a further supply of Detonators, if required. The Stationmaster must appoint the Supervisor, and should any difficulty be experienced in obtaining the services of a suitable employe for the position, the Stationmaster must advise the officers concerned, in order that the Ganger, or some other employe, may be appointed.

13. **Signalmen and Assistant Signalmen.**—During foggy weather, or when a fog is in the vicinity, Signalmen and Assistant Signalmen, who have not been assigned to a Post or position in connection with fog-signalling, must remain on duty and render such assistance as may be necessary, unless they are informed by the Stationmaster that their services are not required. If they are in doubt as to what course to pursue, they must, before going off duty, obtain instructions from the Stationmaster.

14. **Special Instructions for Fog-signalmen.**—In addition to having a copy of the Book of Rules and Regulations, and the General Appendix, every Fog-signalman must be supplied with, and have with him when on duty a copy of any Special Instruction which is issued in connection with fog-signalling. At a Station, the Stationmaster, and at an Intermediate Junction or Signal-box away from a Station, the Signalman must see, before a Fog-signalman proceeds to his Post, that he is supplied with a copy; spare copies must be kept on hand for the purpose. In the event of any employe not having a copy of these Instructions, he must immediately apply for one.

15. **Working of Signals During Foggy Weather.**—**Regulation 67, clause (b), and Regulations 76 and 81.**—(a) During foggy weather, or when from any other cause the Signalman cannot see when the last vehicle of a train has passed the Signal controlling the entrance of trains into the forward Section, such Signal must not, except in case of accident or obstruction, be replaced to the "Danger" or "Stop" position until the Signalman has definitely ascertained, as shown hereunder, that the train has passed the Signal:—

- (i.) By the automatic release of the Back Lock by the train (if the lever concerned has Back-locking apparatus attached), or the operation of any other apparatus which indicates that the train has entered the Section ahead of the Signal.
- (ii.) By a verbal or telephone message from the Fog-signalman, Groundman, or other competent employe; or
- (iii.) In the absence of either of the above means, by advice from the Signalman in advance to the effect that the train has arrived there, or else by the receipt of the Train Arrival signal, in accordance with clause (c) of Rule 12, Appendix IV.

(b) **Trains Delayed in Starting.**—Should anything occur to delay the starting of a train or locomotive from a Station during foggy weather or falling snow, the Stationmaster or person in charge must at once inform the Signalman.

16. **Employment of Groundmen.**—(a) The duty of a Groundman consists in ascertaining by personal observation, and verbally informing the Signalman at the Signal-box in connection with which he is working, when the last vehicle of each train with Red Tail-Light attached has passed a specified Clearing Point, and is proceeding on its journey. In addition the Groundman must carry out any other instructions specified herein with respect to the Post to which he is appointed.

Special instructions are issued as required at places where Groundmen are appointed and defining their duties.

Except otherwise arranged, the Regulations and Instructions respecting hours and places at which Fog-signalmen are to report for duty will also apply to Groundmen. (See Regulation 101).

(b) Unless otherwise arranged, the Stationmaster must instruct each employe appointed as Groundman, or any employe, who will require to act as Groundman in his duties, and must, in all cases, point out to the Groundman the Clearing Point which the last vehicle must pass before the Signalman is informed that the line is clear. Except where otherwise provided, the Clearing Point is 440 metres ahead of the outer Home Signal.

(c) When the Signalman has been advised by the Groundman that the train which last passed his Box on the line for which the Groundman is acting has proceeded on its journey, and that the last vehicle for such train with Red Tail Light attached has passed the proper Clearing Point, he may then give the Train Arrival Signal. The Groundman, after the passage of each train or engine, must inform the Signalman whether the Fixed Signal has been replaced to the "Stop" position. Should the Groundman omit to give this information, the Signalman must make proper inquiries respecting the working of the Signal.

(d) At any place where a Groundman has not reported for duty, or at any place where a Groundman has not been appointed, or a Track Indicator is not provided, the Signalman must not give the Train Arrival Signal to the Box in the rear until he has satisfied himself, either by personal observation that the train has passed the Clearing Point, or by obtaining advice from the Signalman that the train has arrived at the Box in advance. In the event of a Track Indicator being provided, but defective, the Stationmaster must, if practicable, appoint a Groundman, except when the Signalman shall have time to go to the Clearing Point to satisfy himself that the line is clear.

(e) The Stationmaster must satisfy himself that the Groundmen have duly proceeded to their appointed Posts; but when filling the positions of Fog-signalmen and Groundmen, the placing of Fog-signalmen must be considered as being of the first importance.

(f) Every Groundman must, when on duty, be supplied with, and have with him when employed as a Groundman, a copy of this circular.

17. **Use of Telephones.**—(a) Groundmen and Fog-signalmen who have to perform Groundmen's duties are permitted to use available telephones as a means of communication with the Signalman if time can be saved by so doing. The Stationmaster, or other responsible officer, must in all cases point out the position of telephones, and instruct the employes concerned in their use. If the telephone fail at any time, verbal communication must be resorted to. All communications, whether verbal or by means of a telephone, must be direct between the Groundman and the Signalman, and a third person must never be permitted act as an intermediary.

(b) When the telephone is used for communicating with the Signalman, the message must be spoken distinctly, and in a clear, even tone, and the Signalman must repeat it back before he acts upon it. Where two or more trains are concerned, the name of each train, and the particular line and direction in which it is proceeding, must be specified when giving the message. The employe using the telephone must in every case ascertain that he is in communication with the proper Signal-box. The Verbal communication that passes between Fog-signalman and a Signalman must be clear and distinct; and if the Signalman receiving it has any doubt as to what is intended to be conveyed to him, he must have the communication repeated to him before he acts upon it.

18. **Fog Return.** (a) Whenever it is necessary to employ Fog-signalmen and Groundmen the appropriate form must be filled in (see specimen form on page 22) by the Stationmaster stating the time the fog came on; when the Signals could again be clearly seen for the prescribed distance; when the Fog-signalmen and Groundmen signed on and off duty; and what steps were taken to have the men sent expeditiously to their positions. One copy of the return must be sent to the Chief Traffic Manager, Room 23, and another (carbon copy) to the Manager Suburban Stations or District Superintendent, by the first available train. The Manager Suburban Stations or District Superintendent must forward his copy of the return to the Chief Traffic Manager, Room 23, and, at the same time, state whether he considered that the arrangements made were satisfactory.

Name of Fog-Signalman		Station	
Grade		Date	
Private address		Date	
Post directed to		Date	
Calling System (Suburban lines only)		Date	
If Fog-Signalman, state whether he has a copy of existing		Date	
If Groundman, state whether he has a copy of existing		Date	
Has he a copy of Rules and Regulations?		Date	
Has he a copy of Appendix to the Book of Regulations?		Date	
Is he up to the standard in Signals, Handicaps, and Callers?		Date	
Are you satisfied he is competent for the duties?		Date	
Has he passed Fog-signalman Examination?		Date	
Has he passed Test in English?		Date	
Date	Signature	Date	Signature

FOG-SIGNALING

SEE CHARTERED ROAD CHIEFS

(Form referred to in clause 1, sub-clause (h), page 15 of the foregoing Instructions).

FOG-SIGNALLING

When any change is made of appointees as Fog-signalmen, this form is to be filled in by the S.M. concerned, and forwarded to the Chief Traffic Manager, the Safeworking Officer, and the Manager, Suburban Stations or District Superintendent.

In the event of any change of address or calling station of men already appointed, the Chief Traffic Manager, Safeworking Officer, and Manager, Suburban Stations or District Superintendent are to be advised full particulars of same by memo.

M. W. B. RONALD,
Chief Traffic Manager.

MEMO for

Please note the following alterations in the Fog-Signalling arrangements at

..... Station.

Name of Fog-Signalman vice

Grade

Private address

Post allotted to

Calling Station (Suburban lines only)

If Fog-Signalman, state whether he has a copy of existing Instructions

If Groundman, state whether he has a copy of existing Instructions

Has he a Book of Rules and Regulations ?

Has he an Appendix to the Book of Regulations ?

Is he up to the standard in Vision, Hearing and Colour-sense ?

Are you satisfied he is competent for the duties ?

Has he passed Fog-signalming Examination ?

Has he visited Post in Daylight ?

S.M.

Date.

(Form referred to in clause 2, sub-clause (a), page 16 of the foregoing Instructions).

FOG-SIGNALLING

When a man who has been appointed to a position as Fog-Signalman or Groundman is not available for duty as such, this Form must be filled in by the Chief Foreman, Foreman, Road Foreman, Ganger, Timekeeper, or other responsible employe under whom such man is stationed, and forwarded to the Stationmaster or Officer-in-Charge at the Station or Depot concerned.

In the event of any change of address or of the Calling Station of any man already appointed, full particulars of the same must be notified to the Stationmaster or Officer-in-Charge by memo.

To the Station-master,

Owing to* not being available for duty as †Fog-Signalman † Groundman at your station a substitute has been provided. The following are the particulars:—

Name of Substitute

Grade

Branch

Private address

Calling Station (Suburban lines only)

If Fog-Signalman, has he a copy of current instructions?

If Groundman, has he a copy of current instructions?

Has he a Book of Rules and Regulations?

Has he a copy of the General Appendix?

Is he up to the standard in Vision, Hearing and Color-sense?

.....SIGNATURE

.....POSITION.

.....STATION OR DEPOT

Date...../...../.....

NOTE.—The Stationmaster or Officer-in-Charge who receives this Form must forward it to the Chief Traffic Manager, Room 23, along with the Form referred to in clause 1, page 12 of the Fog Signalling Instructions.

*Here insert name of man replaced.

† Strike out the word not required.

DETENTION AT HOME OR STARTING SIGNALS

(Regulation 75).

1. (a) When a detention occurs at a Home, Starting, or Advanced Starting Signal, the Driver must immediately sound the whistle, and the Signalman must, if he cannot allow the train to go forward at once, show a Red Hand Signal. If the Red Hand Signal be not given, the Guard, Shunter, or Fireman must (except as hereunder provided) at once, as well as in all cases of excessive detention, even if such Hand Signal has been given, go to the Signal-box and remind the Signalman of the position of the train; in foggy weather, or when from any other cause there is not a clear view between the Signal-box and the train, the Guard, Shunter, or Fireman must (except as shown in these instructions), immediately upon the train coming to a stand, proceed to the Signal-box.

(b) In order that Trainmen may, when necessary at certain places, promptly remind the Signalman of the position of the train, special Telephone communication is provided between the Fixed Signals and the Signal-boxes from which such Signals are worked.

(c) At the Signal-box the Telephone must be attended to personally by the Signalman who works the Signal from whence the bell ring is received.

(d) The Manager Suburban Stations or the District Superintendent, as the case may be, Yard Master Flinders Street and the Superintendent of Melbourne Yard, must arrange for each special Telephone in the areas under their supervision to be tested daily by a competent employe. The result of the test and the time it is made must be entered on the figure line in the Train Register Book. If the Telephone is found to be defective when the test is made, steps must be immediately taken to have it put into working order.

3. (a) Whenever a Light Locomotive, or a Passenger with only one Guard is brought to a stand at or in the vicinity of any of the Signals (where a special Telephone is provided, the Driver must give a long whistle, and if the Signal remain at Danger or Stop, or if it be taken off and the engine or train be unable from any cause to proceed, the Fireman must go immediately to the special Telephone and remind the Signalman of the position of the locomotive or train, and at the same time state what train it is and specify the Line it is on.

(b) If the Signalman cannot give permission for the train or locomotive to proceed or to be shunted clear of the Running Lines, he must inform the Fireman as to—

- (i) The cause of the detention.
- (ii) How long it is likely to last, and,
- (iii) where sleeves can be used, advise him that the necessary sleeve or sleeves have been applied in accordance with the Regulations, to the Signal or Signals necessary for the protection of the train or engine.

(c) When the Fireman is satisfied regarding the nature of the detention, and is quite clear that the Signalman has advised him that the sleeve or sleeves have been applied, he must return to the locomotive and report the particulars of the Signalman's reply to the Driver. If the Driver be not satisfied with the information furnished by the Signalman, or if the Fireman fails to obtain a satisfactory communication within three minutes from the time that the train or locomotive has

been brought to a stand, the Driver must see that the Fireman goes at once to the Signal-box as required by Regulation 75. The Fireman when going to the Signal-box should inform the Guard of his intention, provided this can be done without delaying his arrival at the box.

(d) In the case of a train, when the Driver is satisfied with the information furnished, the Guard must, without delay, be advised in the following manner that the Signalman has been communicated with:—

(i.) When there is nothing to obstruct the view between the locomotive and the rear portion of the train—

In clear daylight, by the All Right Hand Signal. (See Regulation 71).

Between sunset and sunrise, by the exhibition of a Green Light held steadily in the hand.

(ii.) In foggy weather or at any time when the rear portion of the train cannot be seen—By the Driver giving a "Crow-whistle".

(e) The Guard must acknowledge the Hand Signals by repeating them, but if he should not receive a Hand Signal or hear the "Crow-whistle," or be informed by the Fireman that he is going to the Signal-box, he must, without delay, take steps to see that the Fireman communicates with the Signalman.

(f) Should the delay continue for three minutes after the Signalman has replied, the Fireman must again communicate with the Signalman, unless the Signalman in his reply stated that the detention would exceed three minutes, when the message must be repeated at the end of the time stated, and, in either case, during continued delay, it must be repeated as often as the Driver may consider necessary.

If the detention occur to a Passenger train with two locomotives and only one Guard, or two or more Light locomotives coupled together, the Fireman of the leading locomotive must attend to the Telephone or go to the Signal-box, as may be necessary.

(g) In the case of an Electric train it will be the duty of the Driver, after securing his train, to go to the telephone and communicate with the Signalman, as laid down for the Fireman in sub-clause (a) hereof. (See Section vi. of clause c, Regulation 75).

(h) When satisfactory messages have been exchanged between the Fireman and the Signalman, in accordance with the foregoing, the Fireman need not go to the Signal-box (Regulation 75 is modified accordingly). This, however, will not relieve the Guard or Shunter of responsibility of proceeding to the Signal-box, when, in accordance with sub-sections (ii.), (iii.), (iv.), (v.) of Regulation 75, it is his duty to do so, and in any case in which it is the duty of the Guard or Shunter to proceed to the Signal-box, the Fireman must, nevertheless, inform the Signalman of the detention, by means of the Special Telephone.

In every case whether it be to use the Special Telephone or to proceed to the Signal-box, the Driver will be held responsible for seeing that the Fireman acts without any loss of time.

4. Every Signalman concerned is hereby informed that in every case of detention at a Fixed Signal, or the obstruction of any Running Line he must promptly make use of the sleeves or other appliances where provided to serve as a reminder that certain Signals must be kept at Danger or Stop.

Where no mechanical appliance is available, a Red Flag must be placed on the lever of the Signal to serve as a reminder to the Signalman that the Signal must be kept at the Danger or Stop position.

5. In the event of a train or Light Locomotive being detained at a Fixed Signal where there is a Special Telephone, the Signalman may require to communicate with the Driver by ringing the Telephone Bell. When the bell is heard ringing, the Driver must see that the Fireman proceeds at once to the Telephone.

6. Where **Three-position Signalling is in operation** it will not be necessary for Guards, Firemen or Shunters to go to the Signal-box as required by Regulation 75. But, in every case where a train is detained at a signal at which a Telephone is provided, the instructions respecting the use of such Telephones must be observed.

DETENTION AT FIXED SIGNALS.

(Regulation 75, Clause (f).)

If the Signal-box to which the Guard, Shunter or Fireman has gone forward is ahead of the Signal, it will not be necessary for the Signalman to wait until he has returned to the train before exhibiting the Signal for the Driver to proceed, but when such Signal is displayed the Driver must draw forward and stop, to enable the Guard, Shunter or Fireman, as the case may be, to rejoin the train.