KiwiRail

Rail Operating Code

Section 3 - General Operating Instructions

Publication date 07 Jul, 2026

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1. General Operating Instructions

1. Personal Safety in the Workplace

1.1 PPE Requirements

Personal Protective Equipment (Controls)	Hazard	Specifications	Working On the Ground & Riding Rail Vehicles	Riding In Locomotive Cabs (Including Cab Pass Holders)	Site Visitors and Contractors
Hi-Visibility Shirts and Vests	Low Visibility	Orange in colour with 'X' backed reflective strips. Conforms to Personal Protective Equipment (PPE) Standard 06-STD-007-COM	Mandatory (9)	Mandatory (9) when out of the cab	Mandatory (9)
Safety Footwear	Crushed feet, underfoot conditions	Must have / be: • Raised heel. • Treaded sole. • Steel safety toe caps (either inner or outer). • Sufficient support for the ankle. • Laced to foot. • If involved with chemicals, the boot's material should be chemical resistant. Conforms to AS/NZS 2210.1:2010	Mandatory (1c)	Mandatory (1, 1c)	Recommended (1, 1c)
Safety Footwear (Log Yards and Mission Bush Coal / Lime discharge operation only)	Crushed feet, underfoot conditions	Shosholoza Grey Sole Gumboot (NZ Safety / Protector Safety Code 405776)	Optional (1a)	-	-
Safety Footwear (Otira Locomotive Engineers Only)	Crushed feet, underfoot conditions	Humber Muck Boot – Thermal (NZ Safety Code 402956)	Optional (1b)	Optional (1b)	-
Safety Footwear	Crushed feet, underfoot conditions	Blundstone 024 Gumboot (Blackwood Code 410961)	Optional (1d)	-	-
Hearing Protection – Earmuffs	Hearing loss	Class 4 – Clarity C1F Bilson NST	Mandatory (2)	Mandatory (2)	Mandatory (2)
Hearing Protection – Earplugs	Hearing loss	Ealcin RC15	Mandatory (2)	Mandatory (2)	Mandatory (2)
Gloves	Pinched skin, sharp metal, metal filings	**Standard:** Safe -T-Tec (SafetyPlus Code 631000) **Cold Weather:** Youngstown Waterproof Winter Plus (SafetyPlus – Code YTWWP01)	Recommended (3)	(3)	-

Personal Protective Equipment (Controls)	Hazard	Specifications	Working On the Ground & Riding Rail Vehicles	Riding In Locomotive Cabs (Including Cab Pass Holders)	Site Visitors and Contractors
Gas Masks	Toxic tunnel gases	Drager full face mask such as: • Panorama Nova • X-Plore 6530 • Panorama f2 • X-Plore 6300 (with speech diaphragm fitted) • FPS7000 • And P3 No2/Co Canister.	-	Mandatory (4)	-
Prescription Glasses and Contact Lens	Defective vision	Clear or neutral grey lenses (poly / photo chromatic transitions) Must maintain no < 15% of variable light transmission.	Must be RMO approved before use (during vision assessment)	Must be RMO approved before use (during vision assessment)	-
Safety Glasses and Goggles	Foreign body and impact, UV exposure, sun glare.	Neutral grey lenses. Conforms to AS/NZS1337.1 UV rated. Maintains no < 15% of variable light transmission.	Mandatory (5)	Mandatory (5)	Mandatory (5)
Full body cover (Cotton/wool clothing)	Radiant burns (melting clothing)	-	-	Mandatory in steam locomotives (8)	-
Long Gloves (Welding type) Fireman to wear	Thermal or Radiant burns	-	-	Mandatory in coal-fired steam locomotives	-
Hard Hats / Bump Caps	Head injuries	Hard Hats – AS / NZS 1801:1997	Task-Specific (6)	-	Task-Specific (6)
Motorcycle / ATV Helmets	Head injuries	For speed less than 50km/h – Must bear NZ Standard. For speed greater than 50km/h – Must comply with NZ Standard 1214 or 1215 AS/NZS1698:2006	Mandatory (7)	-	-

Reference to side note numbers

(1) Visitor, Contractors and Cab Pass Holders must:

- wear flat-soled, fully covered shoes (safety footwear is recommended)
- not ride on wagons or in locomotive refuges unless a current operating classification for this task is held and PPE is worn.

(1a) Boots may be worn when underfoot conditions warrant.

(1b) Boots may be worn when conditions warrant (snow and winter conditions).

(1c) Electrical industry requires the steel caps on safety boots to be covered for Rail Personnel working with electrical equipment.

(1d) Gumboots may be worn when conditions warrant (pooled water or flooding in yards)

(2) See Instruction 1.3.3 Use of Hearing Protection

- Either earmuff or earplugs must be available for use.

(3) Recommended when handling TEM, transition heads, coupling / uncoupling rail vehicles.

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- Cold weather gloves are more suitable for sub-zero temperatures.

(4) Two gasmasks and four canisters are supplied in each locomotive bin for use in tunnels.

- Locomotive Team Leaders are issued with personal issue masks.
- Trainee Locomotive Engineers are issued with personal issue masks while training.
- If more than two people are in the cab, additional masks must be collected from the terminal at departure.

(5) Eye protection must be worn:

- when the head is outside of the cab window.
- in coal-fired locomotives, when the firebox is open.
- on the ground in windy and dusty conditions.

(6) Hard hats / bump caps are task-specific and must be worn where Work Site Safety Plans, Local Hazard Registers, and Joint Operating Plans specify their use and requirements.

(7) See Instruction 2.0 Operation of Motor Vehicles in Terminals

(8) Synthetic clothing must not be worn.

- Steam PPE must be free of:
  - Hi-visibility panels badges, branding, and
  - Must not have any other items sewn or attached.
- Hi-visibility vests:
  - must not be worn in the cab.
  - must be worn when working on the ground.
- Underwear
  - must be cotton or wool (artificial fibres can melt, causing severe burns)

(9) Hi-visibility vests / clothes must be zipped or fastened around the whole body when worn.

- Sleeveless hi-visibility overalls are non-compliant but may be worn under the following conditions:
  - When worn with a hi-visibility polo shirt underneath, or
  - When worn with a hi-visibility vest over the top.

1.2 Hazards to Personal Safety

- Personal jewellery: rings and bracelets (except wristwatches) should not be worn.
- Loose clothing: zips and velcro must be used as designed to avoid loose clothing.
- Long hair: should be tied back/secured (i.e., ponytail / hat)
- Beards.

IMPORTANT

Only KiwiRail approved PPE with a hood may be worn. The hood must be secured around the face so that it does not restrict vision, hearing, or hearing protection.

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1.3 Hearing Protection

1.3.1 Issue of

Managers and supervisors issuing hearing protection are responsible for ensuring the persons provided with the hearing protection are instructed in the correct use, fitting, and cleaning of the hearing protection at the time of issue. Instructions are provided with the packaging.

1.3.2 Inspection of

Hearing protection must be provided for inspection on demand and is to be checked by Assessors conducting safety observations.

1.3.3 Use of

All Rail Personnel must carry hearing protection when in rail operating and container transfer work areas of an operational terminal or siding (where shunting, locomotive and forklift movements occur). This includes visitors, contractors, managers, team leaders and training providers.

It can take two to three weeks for a new user to adjust to wearing hearing protection. Once adjusted, experience has shown that most users find it easier to hear while wearing hearing protection. This is because hearing protection prevents the ears from being overloaded with noise.

Hearing protection must be worn when:

- Working close to (outside the cab) an operating locomotive, generator, forklift or in any other noisy environment.
- When riding locomotives and / or wagons. Wheel squeal is a noise hazard that must be protected against.
- In a locomotive cab, when engine noise is excessive. This includes:
  - When the locomotive operates under full power or in the high notch (notch 4 – 8).
  - When in a tunnel or cutting where sound reverberates off walls.
  - When operating on an incline under power.
- CT Operators must wear their hearing protection while on the CT site, including when driving the forklifts.

CAUTION

Noise in the cab exceeds safe working limits on steam locomotives, whether moving or stationary. Hearing protection must be worn continuously when in steam.

Wearing hearing protection is optional when:

- The terminal or siding is empty, and / or Rail Personnel are working well away from the locomotive or wagon rake.
- In a locomotive cab while the locomotive is idling or on a decline.
- In the locomotive cab while the locomotive is operating under limited power or in a low notch.

CAUTION

If a person needs to raise their voice to be heard when standing at arm’s length from another person (less than 1m), then noise will cause permanent damage. Hearing protection is mandatory in these circumstances.

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1.3.4 Care

All Rail Personnel issued with approved hearing protection (earmuffs and earplugs) are responsible for their proper care and maintenance.

Hearing protection must be kept clean and stored correctly to:

- avoid inner ear infections
- keep it in good working order.

1.3.5 Earmuffs

- Store earmuffs in the pouch supplied when not in use.
- Avoid over-stretching the headband of the earmuffs.
- Remove the inner foam regularly and rinse with warm soapy water. Ensure foam is completely dry before reinserting it into the cup (hot water / airing cupboard or dryer can be used to speed up the drying process).
- Replace the cushions of the earmuffs as soon as they start to harden, crease, or split.
- The stick-on sweat pads that attach to the cushions should also be replaced regularly.

1.3.6 Earplugs (Fitted by Audiologist)

- Store the earplugs in the container provided when not in use.
- Do not put them in a pocket.
- Clean them regularly with a soft cloth or tissue or rinse in warm (not hot) soapy water and dry thoroughly.

1.4 Emergency Procedures

In the event of an accident, equipment failure or track defect, there are various procedures and instructions to follow. These can be found in the Emergency Procedures Manual.

Advise the Train Controller of any emergency via the radio system or Rail Emergency phone number 0800 808 400.

1.5 Hazard and Risk Management

All Rail Personnel have a general duty of care to report hazards and potential risks to supervisors and management. This includes an obligation to assist in identifying and managing hazards and risks.

Supervisors and managers are responsible for ensuring hazard and risk assessments are carried out using the basic hazard / risk management processes provided within the HSE tool kit. They must also ensure that local hazard / risk controls have been effectively applied, maintained, and continue to be effective.

NRSS/4 Risk Management provides comprehensive risk management guidance, templates, and methods to be applied for railway risk management.

Zero Harm and Engineering and Design can provide technical support for railway risk management on request and maintain project-specific risk registers.

Zero Harm maintains the macro risk register for rail operations and rail engineering applications.

1.6 ID Cards and Port Security

KiwiRail issues employees with photo ID cards showing:

- Name
- Position
- Employer’s name (KiwiRail)

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- Staff number, and
- The expiry date of 24 months from issue.

Managers are to email the employee's details to the Business Unit Person responsible, who will arrange for an ID card to be produced. KiwiRail Personnel may be asked to produce their ID card while working in a port area.

1.7 Assessor Certification

Rail operating competency assessments of Assessors includes:

- Training providers are trained and certified by suitably qualified personnel.
- Assessors must be revalidated every two years.

1.8 Toolbox Safety Briefings

The Toolbox Safety Briefing (TR2 Form) or Pre-Shift Briefing (TR2 B Form) must be used daily in KiwiRail terminals by Team Leaders to brief staff on any relevant topics that may affect their work environment.

- The Terminal Manager will provide the form for Team Leaders to use.
- Team Leaders will present and discuss with staff before each shift.
- Completed forms are to be kept by the Terminal Manager for three months for auditing purposes.
- Forms are available to download on the intranet.
- Any suggested alterations / or additions to the forms should be referred to <Rules.andStandards@Kiwirail.co.nz>

1.9 Site Safety Permits

Site safety permits have been reprinted as two separate A5 pads:

- TR1(a) Freight Yards and Maintenance Depots, and
- TR1(b) Container Transfer Sites.

Site safety permits pads are used by all Infrastructure / Rolling Stock Representatives and Contractors required to work at KiwiRail sites.

The TR1(a) and TR1(b) forms must comply with the Health and Safety at Work Act 2015 and subsequent regulations. It is used to record the following information:

- Conditions under which the addressee may work.
- Site induction.
- Road vehicles.
- Supervision/protection.
- Special conditions.
- The date / hour permit is valid.

Permits must be renewed each day.

Permits pads are pre-carbonated (two pages):

- Page 1 – copy for Infrastructure / Rolling Stock Representative or Contractor working on KiwiRail Site.
- Page 2 – copy to remain in pad for auditing purposes.

SITE SAFETY PERMIT
FREIGHT YARDS / MAINTENANCE DEPOTS

YARD / DEPOT: DATE

WORK AREA:

NAME OF PERSON IN CHARGE OF WORK:

CONTACT NUMBER: NO. IN WORK PARTY

START: FINISH: ❑ SITE INDUCTION COMPLETED

SECTION ONE – RAIL HAZARDS (completed by Issuer of Permit)

SITE GENERIC HAZARDS:

- ❑ Rail movements: Locomotives and wagons are constantly moving about the site.
- ❑ Remote controlled / piloted trains, the operator may not be visible to you.
- ❑ Yard vehicles are constantly moving about the site.
- ❑ Ground conditions: The underfoot conditions can be uneven in places with different ballast.
- ❑ Trip hazards e.g. rails, sleepers, transition heads etc
- ❑ Restricted Clearance Roads

SITE SPECIFIC HAZARDS:

SECTION TWO – PROTECTION (completed by Work Supervisor)

Tick the TS08 Working in Non-Interlocked Areas protection to be applied

❑ **Points used to prevent entry:**

- Points locked / spiked or bolted in position to prevent access to road.
- Orange hi-viz sock locked over points.
- Approved Danger Stop signal displayed.

❑ **Points unable to be used to prevent entry:**

- Derailing block locked across rail.
- Authorised Danger Stop signal erected adjacent to derailing block.

Danger Stop Signals must be reflectorised or exhibit a red flashing light after sunset, during fog or falling snow

❑ **Inspection** / **Occupation on Foot** must be Site Inducted and/or accompanied by Safety Protector)

❑ **Maintenance Personnel – ROC, Section 5.1, 2.4 Working Under Rail Vehicles**

❑ **Maintenance Personnel – TO07, 6. Maintenance Depots and Yards**

❑ **Train Control advised – remote / unattended locations**

By signing below, the Issuer of Permit has explained the hazards, and the Work Supervisor understands the hazards at the location, and both agree to the protection to be applied.

ISSUER OF PERMIT: (Name / Signature)

WORK SUPERVISOR: (Name / Signature)

NOTE: The worksite is subject to random observations / inspections at any time.
Please keep this permit with you at all times. A new Site Safety permit is required each day.

SECTION 3 – COMMUNICATION (completed by Issuer of Permit)

❑ YARD / SHUNT PERSONNEL ADVISED OF WORK – TIME:

SECTION 4 – SITE CLEARANCE (completed by Work Supervisor)

❑ ISSUER OF PERMIT ADVISED WORKSITE CLEAR – TIME:

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SITE SAFETY PERMIT
CONTAINER TRANSFER SITES

SITE / LOCATION: DATE:

WORK AREA:

NAME OF PERSON IN CHARGE OF WORK:

CONTACT NUMBER: NO. IN WORK PARTY:

START: FINISH: ❑ SITE INDUCTION COMPLETED

SECTION ONE – SITE HAZARDS (completed by Issuer of Permit)

SITE GENERIC HAZARDS:

- ❑ Vehicle movements: Fork hoists, trucks, wagons and locomotives moving about the site.
- ❑ Remote controlled / piloted trains, the operator may not be visible to you.
- ❑ Ground conditions: The underfoot conditions can be uneven in places.

SITE SPECIFIC HAZARDS:

SECTION TWO – PROTECTION (completed by Work Supervisor)

Tick the protection to be applied

CT Pad – Traffic Management Plan:

- ❑ Worksite coned off.
- ❑ Worksite protected by containers / vehicles

Rail Pad	**Rail Pad**
❑ **Points used to prevent entry:** • Points locked / spiked or bolted in position to prevent access to road. • Orange hi-viz sock locked over points. • Approved Danger Stop signal displayed.	❑ **Points unable to be used to prevent entry:** • Derailing block locked across rail. • Approved Danger Stop signal erected adjacent to derailing block.

Danger Stop Signals must be reflectorised or exhibit a red flashing light after sunset, during fog or falling snow

❑ **Inspection** / **Occupation on Foot** must be Site Inducted, and/or accompanied by Safety Protector

❑ **Maintenance Personnel - ROC, Section 5.1, 2.4 Working Under Rail Vehicles**

❑ **Maintenance Personnel - TO07, 6. Maintenance Depots and Yards**

By signing below, the Issuer of Permit has explained the hazards and Work Supervisor understands the hazards at the location and both agree to the protection to be applied.

ISSUER OF PERMIT: (Name / Signature)

WORK SUPERVISOR: (Name / Signature)

NOTE: The worksite is subject to random observations / inspections at any time.
Please keep this permit with you at all times. A new Site Safety permit is required each day.

SECTION 3 – COMMUNICATION (completed by Issuer of Permit)

❑ CT SITE PERSONNEL ADVISED OF WORK - TIME:

SECTION 4 – SITE CLEARANCE (completed by Work Supervisor)

❑ ISSUER OF PERMIT ADVISED WORKSITE CLEAR – TIME:

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1.10 Fouling Point Markers

Fouling point markers may be provided and are:

- A visual aid assists the Pilot / Locomotive Operator in stable rail vehicles clear of the fouling point.
- Indicate if the adjacent track is clear or foul between the turnout and fouling point.
- Plastic / timber or steel mounted to the sleeper, with red (reflectorised) and white markings, or
- A row of 4 red reflectorised raised pavement markers (cats eyes) and 1 centrally positioned red LED solar road stud, adhered to an asphalt surface

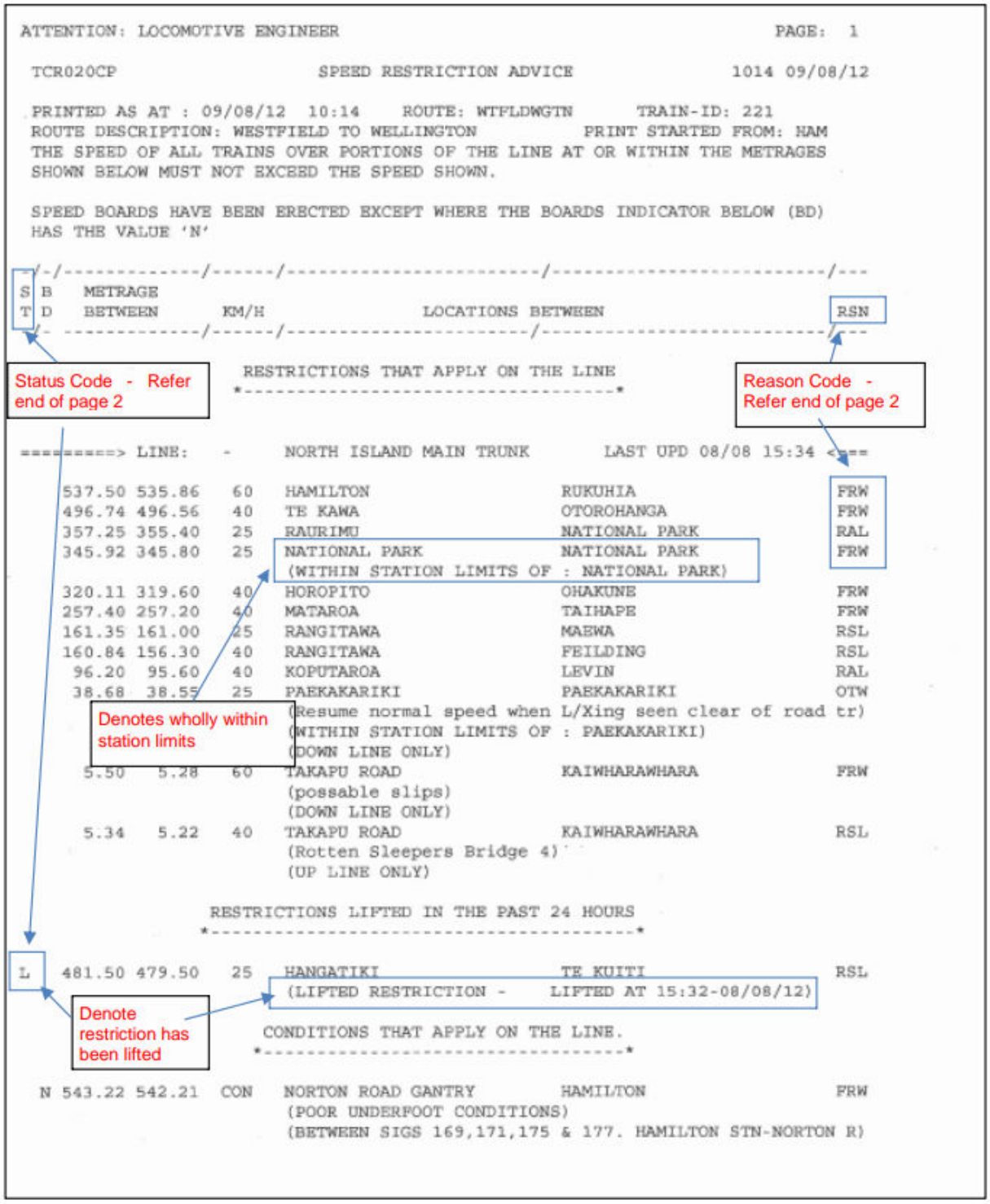
Cats eye reflectorised Fouling Point Marker

Fouling Point Marker

Fouling Point Marker

1.11 Train Work Order

1.11.1 Speed Restriction Example



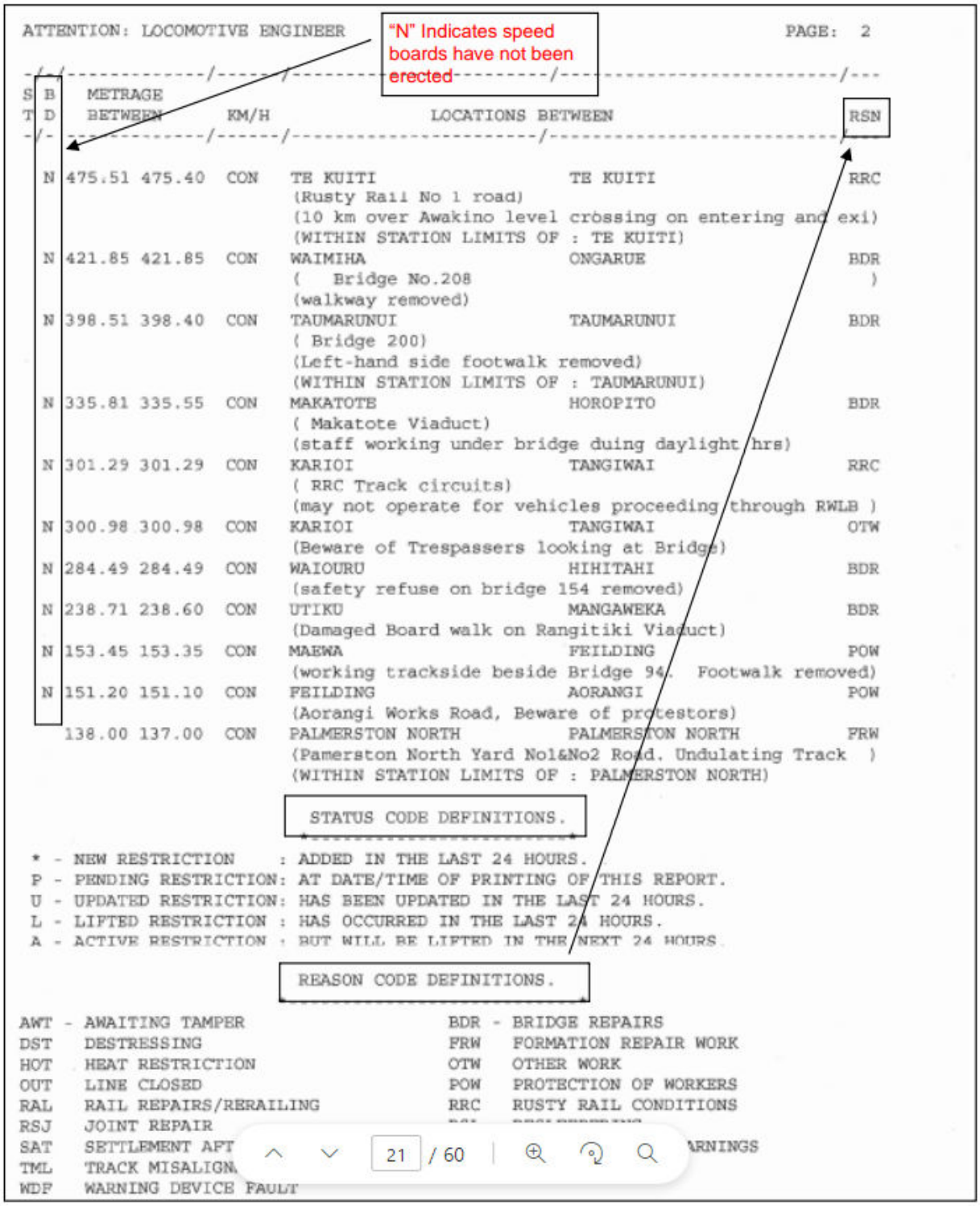
```
ATTENTION: LOCOMOTIVE ENGINEER                                          PAGE:  1

 TCR020CP                    SPEED RESTRICTION ADVICE                1014 09/08/12

 PRINTED AS AT : 09/08/12  10:14    ROUTE: WTFLDWGTN      TRAIN-ID: 221
 ROUTE DESCRIPTION: WESTFIELD TO WELLINGTON          PRINT STARTED FROM: HAM
 THE SPEED OF ALL TRAINS OVER PORTIONS OF THE LINE AT OR WITHIN THE METRAGES
 SHOWN BELOW MUST NOT EXCEED THE SPEED SHOWN.

 SPEED BOARDS HAVE BEEN ERECTED EXCEPT WHERE THE BOARDS INDICATOR BELOW (BD)
 HAS THE VALUE 'N'

 -/-/-------------/------/-----------------------/-------------------------/---
 S B   METRAGE
 T D   BETWEEN      KM/H                LOCATIONS BETWEEN                    RSN
 -/- -------------/------/-----------------------/-------------------------/---

                      RESTRICTIONS THAT APPLY ON THE LINE
                     *-----------------------------------*

 =========> LINE:    -     NORTH ISLAND MAIN TRUNK       LAST UPD 08/08 15:34 <===

    537.50 535.86   60   HAMILTON                  RUKUHIA                  FRW
    496.74 496.56   40   TE KAWA                   OTOROHANGA               FRW
    357.25 355.40   25   RAURIMU                   NATIONAL PARK            RAL
    345.92 345.80   25   NATIONAL PARK             NATIONAL PARK            FRW
                         (WITHIN STATION LIMITS OF : NATIONAL PARK)
    320.11 319.60   40   HOROPITO                  OHAKUNE                  FRW
    257.40 257.20   40   MATAROA                   TAIHAPE                  FRW
    161.35 161.00   25   RANGITAWA                 MAEWA                    RSL
    160.84 156.30   40   RANGITAWA                 FEILDING                 RSL
     96.20  95.60   40   KOPUTAROA                 LEVIN                    RAL
     38.68  38.55   25   PAEKAKARIKI               PAEKAKARIKI              OTW
                         (Resume normal speed when L/Xing seen clear of road tr)
                         (WITHIN STATION LIMITS OF : PAEKAKARIKI)
                         (DOWN LINE ONLY)
      5.50   5.28   60   TAKAPU ROAD               KAIWHARAWHARA            FRW
                         (possable slips)
                         (DOWN LINE ONLY)
      5.34   5.22   40   TAKAPU ROAD               KAIWHARAWHARA            RSL
                         (Rotten Sleepers Bridge 4)
                         (UP LINE ONLY)

                  RESTRICTIONS LIFTED IN THE PAST 24 HOURS
                 *----------------------------------------*

 L  481.50 479.50   25   HANGATIKI                 TE KUITI                 RSL
                         (LIFTED RESTRICTION -    LIFTED AT 15:32-08/08/12)

                       CONDITIONS THAT APPLY ON THE LINE.
                      *----------------------------------*

  N 543.22 542.21  CON   NORTON ROAD GANTRY        HAMILTON                 FRW
                         (POOR UNDERFOOT CONDITIONS)
                         (BETWEEN SIGS 169,171,175 & 177. HAMILTON STN-NORTON R)
```

Status Code - Refer end of page 2

Reason Code - Refer end of page 2

Denotes wholly within station limits

Denote restriction has been lifted



ATTENTION: LOCOMOTIVE ENGINEER PAGE: 2

"N" Indicates speed boards have not been erected

S T	B D	METRAGE BETWEEN		KM/H	LOCATIONS BETWEEN		RSN
	N	475.51	475.40	CON	TE KUITI (Rusty Rail No 1 road) (10 km over Awakino level crossing on entering and exi) (WITHIN STATION LIMITS OF : TE KUITI)	TE KUITI	RRC
	N	421.85	421.85	CON	WAIMIHA (Bridge No.208 (walkway removed)	ONGARUE	BDR
	N	398.51	398.40	CON	TAUMARUNUI (Bridge 200) (Left-hand side footwalk removed) (WITHIN STATION LIMITS OF : TAUMARUNUI)	TAUMARUNUI	BDR
	N	335.81	335.55	CON	MAKATOTE (Makatote Viaduct) (staff working under bridge duing daylight hrs)	HOROPITO	BDR
	N	301.29	301.29	CON	KARIOI (RRC Track circuits) (may not operate for vehicles proceeding through RWLB)	TANGIWAI	RRC
	N	300.98	300.98	CON	KARIOI (Beware of Trespassers looking at Bridge)	TANGIWAI	OTW
	N	284.49	284.49	CON	WAIOURU (safety refuse on bridge 154 removed)	HIHITAHI	BDR
	N	238.71	238.60	CON	UTIKU (Damaged Board walk on Rangitiki Viaduct)	MANGAWEKA	BDR
	N	153.45	153.35	CON	MAEWA (working trackside beside Bridge 94. Footwalk removed)	FEILDING	POW
	N	151.20	151.10	CON	FEILDING (Aorangi Works Road, Beware of protestors)	AORANGI	POW
		138.00	137.00	CON	PALMERSTON NORTH (Pamerston North Yard No1&No2 Road. Undulating Track) (WITHIN STATION LIMITS OF : PALMERSTON NORTH)	PALMERSTON NORTH	PRW

STATUS CODE DEFINITIONS.

* - NEW RESTRICTION : ADDED IN THE LAST 24 HOURS.
P - PENDING RESTRICTION: AT DATE/TIME OF PRINTING OF THIS REPORT.
U - UPDATED RESTRICTION: HAS BEEN UPDATED IN THE LAST 24 HOURS.
L - LIFTED RESTRICTION : HAS OCCURRED IN THE LAST 24 HOURS.
A - ACTIVE RESTRICTION : BUT WILL BE LIFTED IN THE NEXT 24 HOURS.

REASON CODE DEFINITIONS.

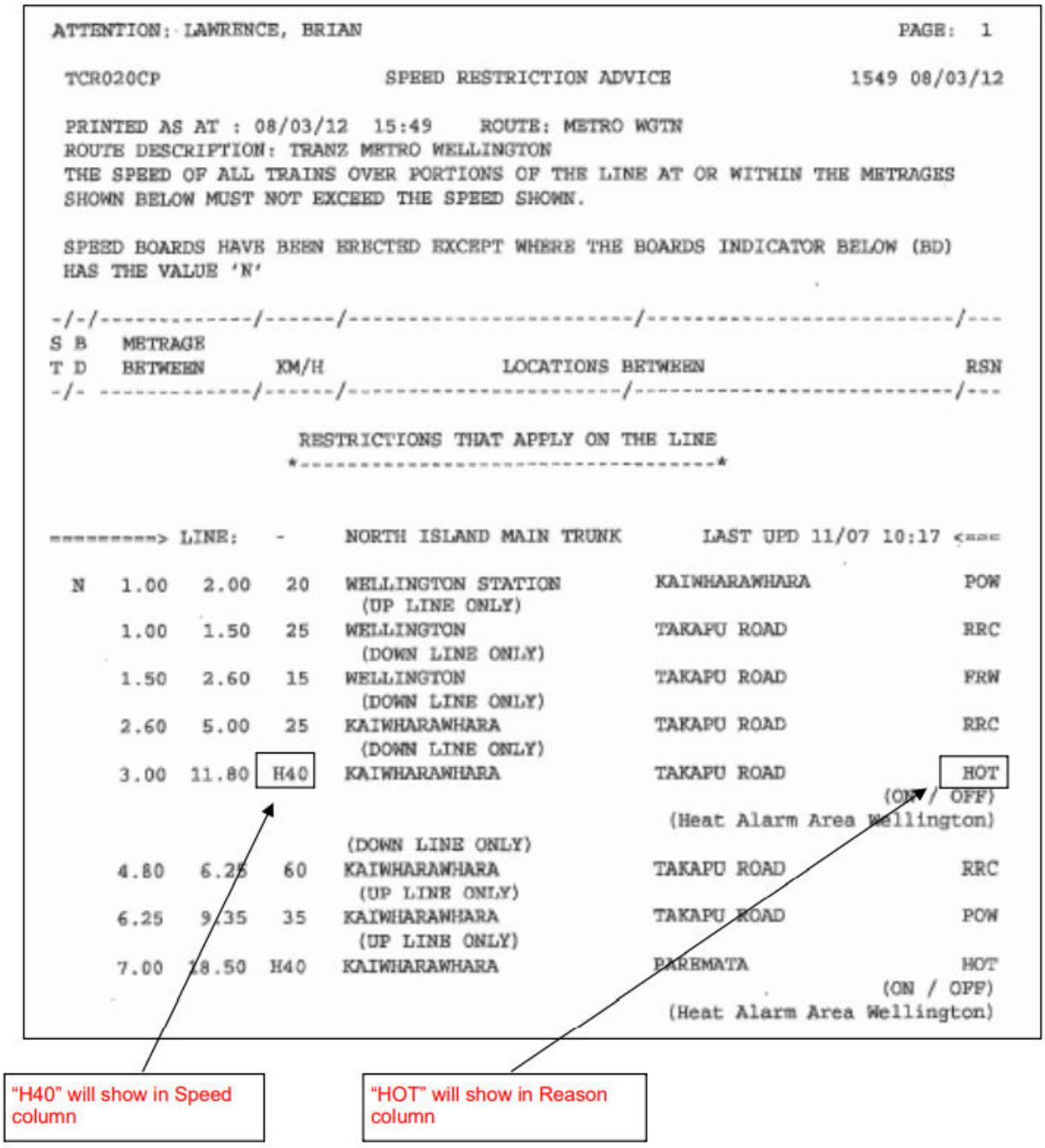
AWT - AWAITING TAMPER
DST DESTRESSING
HOT HEAT RESTRICTION
OUT LINE CLOSED
RAL RAIL REPAIRS/RERAILING
RSJ JOINT REPAIR
SAT SETTLEMENT AFT
TML TRACK MISALIGN
WDF WARNING DEVICE FAULT

BDR - BRIDGE REPAIRS
FRW FORMATION REPAIR WORK
OTW OTHER WORK
POW PROTECTION OF WORKERS
RRC RUSTY RAIL CONDITIONS

ARNINGS

21 / 60

1.11.2 Heat Speed Restriction Example



ATTENTION: LAWRENCE, BRIAN PAGE: 1

TCR020CP SPEED RESTRICTION ADVICE 1549 08/03/12

PRINTED AS AT : 08/03/12 15:49 ROUTE: METRO WGTN
ROUTE DESCRIPTION: TRANZ METRO WELLINGTON
THE SPEED OF ALL TRAINS OVER PORTIONS OF THE LINE AT OR WITHIN THE METRAGES SHOWN BELOW MUST NOT EXCEED THE SPEED SHOWN.

SPEED BOARDS HAVE BEEN ERECTED EXCEPT WHERE THE BOARDS INDICATOR BELOW (BD) HAS THE VALUE 'N'

S	B	METRAGE BETWEEN		KM/H	LOCATIONS BETWEEN		RSN
T	D						
		RESTRICTIONS THAT APPLY ON THE LINE					
==========>		LINE:	-		NORTH ISLAND MAIN TRUNK	LAST UPD 11/07 10:17	<===
N		1.00	2.00	20	WELLINGTON STATION (UP LINE ONLY)	KAIWHARAWHARA	POW
		1.00	1.50	25	WELLINGTON (DOWN LINE ONLY)	TAKAPU ROAD	RRC
		1.50	2.60	15	WELLINGTON (DOWN LINE ONLY)	TAKAPU ROAD	FRW
		2.60	5.00	25	KAIWHARAWHARA (DOWN LINE ONLY)	TAKAPU ROAD	RRC
		3.00	11.80	H40	KAIWHARAWHARA (DOWN LINE ONLY)	TAKAPU ROAD (Heat Alarm Area Wellington)	HOT (ON / OFF)
		4.80	6.25	60	KAIWHARAWHARA (UP LINE ONLY)	TAKAPU ROAD	RRC
		6.25	9.35	35	KAIWHARAWHARA (UP LINE ONLY)	TAKAPU ROAD	POW
		7.00	18.50	H40	KAIWHARAWHARA	PAREMATA (Heat Alarm Area Wellington)	HOT (ON / OFF)

"H40" will show in Speed column

"HOT" will show in Reason column

1.12 Dangerous Goods

Dangerous goods sent by rail or road are carried in accordance with the New Zealand Standard NZS5433. When forwarded Inter-Island, they are carried for that portion of the journey in accordance with the International Maritime Dangerous Goods Code (IMDG).

All the necessary information for Rail Personnel is contained in Rail Operating Code Section 2 Conveyance of Dangerous Goods, and the Freight Handling Code.

1.13 Security of Keys

When Rail Personnel are supplied with security keys, they must not allow them out of their possession except with special authority.

Keys must not be transferred between Rail Personnel.

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When an individual no longer needs a key or a key is damaged, it must be returned to their direct manager.

Lost keys must be reported immediately to the individual's direct manager, who must update their key register.

1.14 Reporting Level Crossing Complaints

All Rail Personnel must:

- report level crossing near collisions and other road vehicle safety concerns to the NZ Police using the form provided here NZ Police Rail Level Crossing Complaint form.pdf
- must scan forms and send to: railcomplaints@police.govt.nz.

Managers, on receipt of a complaint form must:

- check that the form has been sent to the NZ Police
- check the Access Provider's incident reporting system for an electronic record and record the incident number on the form
- create an entry into the Access Provider's incident reporting system using the information on the form, if an entry has not been made
- use the following information when entering a report into the Access Provider's incident reporting system
  - **Event Type** - Select Near Miss and Rail Occurrence
  - **Event Location** - Select:
    - Rail Network
    - Controlled Network
    - Level Crossing
  - **Rail Occurrence Details** - Select Near Collision.

2. Motor Vehicles in Terminals

A road vehicle is defined as any self-propelled road type vehicle. To ensure the safe operation of road vehicles in terminal operating areas, the following requirements must be observed:

- Two-wheeled motorcycles are prohibited from KiwiRail terminals, yards, and sidings
- All road vehicles must hold current registration and warrant of fitness, and certificate of fitness
- All vehicle maintenance records must be held at the vehicle's location
- The vehicle driver must hold the appropriate NZ Transport Agency licence
- The maximum operating speed of road vehicles in KiwiRail terminals, yards and sidings must not exceed 20 km/h unless a lower speed is required in site safety plans
- Road vehicles must have a roof-mounted rotating beacon / flashing light (an ATV may have a pole-mounted flashing light). Vehicle hazard lights must be operating if they are fitted
- Vehicle operators must observe other operating restrictions published in Local Network Instructions or site safety plans.

2.1 Guidance

2.1.1 All-Terrain Vehicles

- ATVs registered as exempt Class A vehicles do not require a warrant of fitness but must be maintained in a roadworthy condition.
- Site managers are responsible for ensuring all vehicles have a current certificate of fitness or manufacturer maintenance record book in use.
- Professional competence training must be completed before an ATV is operated.

2.2 Crash Helmets

- For speed less than 50 km/h, a helmet bearing the NZ Standards Specification mark is sufficient.
- For a speed greater than 50 km/h, a helmet must comply with NZ Standard 5430 or AS/NZS1698:2006
- A crash helmet must be worn when operating an ATV.

CAUTION
Speed in sidings must be reduced to a walking pace alongside sidings where wagons are loaded / discharged.

2.3 Palmerston North Marshalling Yard – Night Use

The vehicle's roof-mounted rotating beacon light may be switched off when the presence of stainless-steel milk tanks creates a reflective hazard.

3. Cab Passes – Hazards

WARNING
Two significant hazards are Locomotive Engineer distraction and tunnel gases.

3.1 Locomotive Engineer Distraction

Locomotive Engineers must not allow themselves to be distracted by persons authorised to ride in the cab.

They must not talk to cab riders or look away from the view ahead in safety-critical situations, for example:

- Approaching signals, level crossings, worksites, and speed restrictions.
- Listening to / using the train radio.

Business / Railway Familiarisation (excluding Locomotive Engineers):

- A Safety Escort is to be provided when the conversation is likely to occur in safety-critical situations

The Safety Escort's role is to:

- Answer any questions the cab rider may have.
- Explain route knowledge / conditions to the cab rider, such as signalling and access roads.
- Ensure conversation does not distract the Locomotive Engineer.

The Locomotive Engineer must:

- Advise the cab pass holder if they are a distraction.
- Stop the train if the distraction persists.

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3.2 Tunnel Gas Hazard

The Locomotive Engineer has an immediate responsibility to ensure train safety and security in all tunnel situations. An inexperienced cab pass holder may panic or become distressed in an emergency.

To mitigate this hazard and ensure the Locomotive Engineer can focus on train safety issues, cab pass holders must:

- Hold a current tunnel operations certification (including SCSR training), and
- If not regularly operating through the tunnel concerned, must be accompanied by a Safety Escort also certified in tunnel operations (including SCSR training).

The Safety Escort's role is to:

- Ensure the safety of the cab pass holder.
- Assist in the fitting and use of the required respiratory protection equipment and demonstrate how this is fitted before the journey commences.
- Guide the cab pass holder out of the tunnel if evacuation is required.

3.3 Cab Safety and Security

In addition to the train crew of the locomotive, the following persons are permitted to be in the cab In KiwiRail trains:

- Individuals holding a KiwiRail cab pass.
- Managers and Assessors for training and observation purposes.
- Locomotive Running Personnel learning the road, under instruction, or travelling as a passenger.
- Shunting Personnel required to shunt intermediate stations or sidings.
- Infrastructure personnel required to observe the line for engineering inspection purposes.
- Mechanical Engineering personnel conducting test runs / mechanical testing / observations etc.

Rail Personnel other than managers or assessors and Rail Personnel learning the road or under instruction must not ride in cabs if other accommodation is available on passenger trains.

3.4 Restrictions on Issue of Cab Passes

KiwiRail trains:

- No more than four people in the cab at any time (including the Locomotive Engineer).
- No more than three people in the cab of the DL locomotive at any one time (including the Locomotive Engineer).
- No one under 15 years of age may travel in the cab unless authorised in writing by the GM Operations. The written authority is to include safe working procedures that will ensure compliance with Regulation 47 of the Health and Safety at Work (General Risk and Workplace Management) Regulations 2016.
- No one may travel in the cab through any tunnel unless they hold a current tunnel operations certification and have undertaken SCSR training.
- Cab passes must not be issued for services operated by the trainee (first year) or at-risk Locomotive Engineers.
- This instruction also applies to private locomotives where KiwiRail is the Operator.
- Heritage Operators' cab pass procedures can be found in the Heritage Operating Manual (HOM).

3.5 Pre-Travel Safety Briefing

3.5.1 Trip Specific Cab Passes

A safety briefing must be given to every cab pass holder before travel commences.

The issuing manager, who must be familiar with the cab environment, must:

- Arrange for the safety briefing to take place.
- Sign the cab pass on completion if conducting the briefing.
- When not practical for the issuing manager to pre-brief the cab pass holder, the Locomotive Engineer must:
  - Complete the briefing.
  - Sign the cab pass indicating that the briefing has been completed.
- In both cases, when a cab pass is issued to a person who has travelled before:
  - A challenge test must be carried out. (This is on the contents of the safety briefing).
  - If knowledge is inadequate, the full safety briefing must be completed.
- All topics must be covered.

3.5.2 Permanent Cab Pass Holders

- Must be briefed when the permanent cab pass is issued.
- Sign the briefing acknowledgment.
- The manager giving the briefing must return the signed briefing acknowledgment to `<Rules.andStandards@KiwiRail.co.nz>`
- Rules and Standards hold a master record of all permanent cab pass holders issued by KiwiRail.
- When a cab pass is issued to a person who has travelled before:
  - The challenge test must be carried out. (This is on the contents of the safety briefing).
  - If knowledge is inadequate, the full safety briefing must be completed.

3.6 Administration

The management policy for the issue and control of KiwiRail cab passes is found in **ROC Section 10. Safety and Quality Management Guide**.

KiwiRail Network Rules and Instructions - Section 10 - Safety and Quality Management Guide