



NATIONAL RAILWAY MUSEUM Port Adelaide

# **Guard's Responsibilities and Duties for the Port Adelaide 457mm Gauge Railway**

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

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## Introduction

### Purpose.

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

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

**National Railway Museum**

The National Railway Museum at Lipson Street Port Adelaide.

**NRM**

The National Railway Museum

**Operations Manager (OM)**

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

**Driver**

A NRM volunteer authorised to carry out 457mm Gauge Railway driving duties at Semaphore.

**Guard**

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

## Duty Responsibilities

1. **Operational Requirements.** Guards are to carry out their duties in accordance with the requirements, instructions and procedures laid out in:-
  - 1.1. NRM Document 457.2012.109  
457mm Gauge Railway Safety Management Plan.
  - 1.2. NRM Document 457.2016.318  
Safeworking Instructions and Procedures for the Semaphore and Fort Glanville 457mm Gauge Tourist Railway.
2. **Dress and Behaviour.** Due to direct contact with museum customers and the general public, guards all are required to dress and behave in a manner that does not compromise safety or bring the museum into disrepute. The appropriate protective clothing and footwear is to be worn.
3. **Hours of Duty.** Guards should commence their duties at a time that allows them to assist the driver with the preparation of the train to commence operations at Callington Station at 1030 hrs. The guard is to remain on duty till the consist has been stabled and the locomotive has returned to the steam shed at the end of operations.
4. **Variations to Hours of Duty.** The above hours may be varied due to NRM requirements, special operations or adverse weather conditions. The Operations Manager or, if he is not available, the Duty Manager should be advised of any variations.
5. **Security.** A guard is to ensure the safe keeping of all NRM property and equipment used by or in their procession whilst on duty.

## Pre - Operational Duties.

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

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

#### **Train Set Up.**

10. **Consist Pick up.** For periods of clockwise travel, assist the driver to move the locomotive to the consist stabling point and couple the locomotive to the consist. For periods of anti-clockwise travel, assist the driver to move the locomotive to Callington station and couple the locomotive to the consist.
11. **Chock Removal.** Once the consist has been coupled to the locomotive remove and store the wheel chocks in their storage area.
12. **Movement to Callington Station.** After ensuring that the driver is ready to commence the movement to Callington Station board the train and give the right of way signal.

#### **Station Set Up.**

13. **Station Gates.** On arrival at Callington Station ensure that all gates to the platform area are closed. The platform gates are to remain closed unless passenger loading or unloading operations are taking place
14. **Station Building.** Open station building and ensure that all required documentation and pens are available.
15. **Next Train Indicator.** Ensure that the next train indicator system is operational. Operating instructions can be found on the western wall of the station next to the computer driving the system.
16. **Public Address System.** Ensure the operation of the Callington Station public address system (P.A.).

## Daily Operations

- 17. Trip Preparation.** To prepare for a trip carryout the following:-
- 17.1. Approximately 5 minutes before the scheduled time for the trip announce over the P.A. that the next trip is now boarding. Suggested wording for the announcement can be found on the noticeboard in the station building.
  - 17.2. Open the doors on the consist in preparation of passenger boarding.
  - 17.3. Open the platform entry gate.
  - 17.4. Supervise the loading of passengers. Do not physically assist any passenger to board the train unless the passenger has requested assistance and given permission for it.
  - 17.5. Close the station entry gate and ensure all other platform gates are closed.
  - 17.6. Reset the Next Train Indicator to the next departure time.
  - 17.7. Physically check all consist doors and ensure that they are closed and the locking bars are correctly in place.
  - 17.8. Count the number of passengers on the train and enter the required information for the trip on the daily running sheet.
  - 17.9. Brief the passengers on the safety requirement of the ride. i.e. the requirements to remain seated and keep arms and heads inside the confines of the carriage.
- 18. Departure and Running.** When ready for departure carry out the following:-
- 18.1. Board the train and when safe to do so, give the first right of way signal.
  - 18.2. Once on the move give the second right of way signal.
  - 18.3. Ensure that the safe operating instructions and procedures for the operation of the 457mm gauge railway are adhered to.
  - 18.4. Where required acknowledge all signals given by the driver.
  - 18.5. Be prepared to stop the movement if an unsafe condition arises. Movement is not to recommence until it is safe to do so.

- 19. Passenger Unloading.** Supervise the unloading of passengers by:-
- 19.1.** Open the station exit gate and ensure that the platform entry gate is closed.
  - 19.2.** Open all consist doors to allow passengers to exit the train. Do not physically assist any passenger to exit the train unless the passenger has requested assistance and given permission for it.
  - 19.3.** Close the station exit gate after all passengers have departed the platform area. The exit gate is to remain closed during boarding operations.

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

- 20. Station Shut Down.** Lock the station building and ensure that all gates are closed before departing the station.
- 21. Consist Stabling.** Assist the driver to move the train to the consist stabling point if required and :-
- 21.1.** Place the consist wheel chock in position.
  - 21.2.** Uncouple the locomotive from the consist.
  - 21.3.** Lift the wooden seats and store within the compartment that they are used in.
- 22. Locomotive Shutdown and Stabling.** Once the Locomotive has been uncoupled and the consist secured, assist the driver to move the locomotive to the Locomotive shutdown area.

### **Post Operational Administration Duties**

- 23. Volunteer Timesheet.** Enter the time in the time finished column and sign the volunteer timesheet.