



EMERGENCY DE-ACTIVATION OF ACTIVE LEVEL CROSSINGS

Work Procedure: SHRI-004-WPST-05



Signal & Telegraph Section

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Authorised by: Troy Barker, Signal & Telegraph Coordinator

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AMENDMENTS REGISTER

Issue Date	Summary of Change	Change Authorised By
April 2016	New issue	TC Barker SHR BoM

1.0 PURPOSE

To establish a procedure for De-activation of Active Level Crossings for Emergency or Out of Business Hours events.

2.0 SCOPE

This procedure applies to all Active Level Crossing installations managed and maintained by SteamRanger Heritage Railway.

2.1 SAFETY NOTICE:

The following controls apply to this procedure:

- a) **This procedure can only be used for emergency events.** All planned works that require level crossing deactivation, **must** refer to the S&T Coordinator to activate Work Procedure SHRI-004-WPST-04.
- b) SteamRanger personnel, who are non-signals discipline, will demonstrate competency through practical assessment of compliance with this procedure and be issued with a Certificate of Competency.
- c) Authorisation to use this procedure is achieved by holding a Certificate of Competency according to item (b) above and holding an Issued and Certified copy of this procedure.

3.0 REFERENCES

NIL

4.0 DEFINITIONS

Competent Worker – Means a non-signal discipline worker who complies with the requirements of Section 2.1 above.

Signal Maintainer - A SteamRanger qualified and competent worker engaged on the installation, maintenance or repair of signals and safeworking apparatus.

5.0 PROCEDURE

5.1 Preparation Action

1. Obtain all workplace safety equipment and proceed to level crossing location.
2. Advise Train Control of your intention to undertake an Emergency De-activation of the level crossing and brief details of the situation. .

If trains are expected **DO NOT PROCEED WITH THIS PROCESS**. Protect level crossing under Crossing Keeper working until Signal Maintainer is in attendance and equipment is restored to normal operation.

5.2 Responsibility

1. The Competent Worker is responsible for ensuring that each action under Section 5.4 is fully complied with.

5.3 Safety Warning

1. Ensure utilisation of issued safety clothing, footwear and equipment and comply with relevant WH&S instructions.

5.4 Emergency De-Activation Procedure

1. Unlock location cabinet. Establish lighting if available.
2. Commence de-activation of level crossing as follows:
 - a. Standard Track Circuit Level Crossings – carefully pull lighting fuses out of fuse holders and place in sequence on bottom of location cabinet.
 - b. GCP Level Crossings – pull Klippon circuit pins, as marked, to de-energise light circuits. Place pins in the receptacle on each Klippon block.
3. Record de-activation of level crossing and time booked out of service in level crossing test record book. Sign entry in the book.
4. Close and lock location cabinet. Ensure security of equipment.
5. Advise Train Control of completion of Emergency De-activation process.
6. Advise Train Control of the need to generate a Train Control Report and to be submitted to the S&T Coordinator.
7. Submit an emailed report detailing the Emergency Deactivation details and any other relevant information to the S&T Coordinator, to enable corrective action to occur.
8. **UNDER NO CIRCUMSTANCES ARE LEVEL CROSSINGS TO BE RE-ACTIVATED BY NON SIGNAL MAINTENANCE PERSONNEL.** Corrective Action will be arranged by the S&T Coordinator, with a Signal Maintainer to follow Work Procedure SHRI-004-WPST-04.

6.0 DOCUMENTATION

As detailed throughout this procedure.