

Uncontrolled When Printed  
Supersedes GERT8000-HB14 Iss 1 on 01/03/2014  
GE/RT8000/HB14  
Rule Book

**Handbook 14**

# **Handbook 14**

## **Duties of the person in charge of loading and unloading rail vehicles during engineering work**

**Issue 2**  
**Valid from June 2014**



**Published by:  
RSSB  
Block 2 Angel Square  
1 Torrens Street  
London EC1V 1NY**

**Contents approved by Traffic Operation  
and Management Standards Committee.**

**For information regarding this document,  
contact:**

**[enquirydesk@rssb.co.uk](mailto:enquirydesk@rssb.co.uk)**

**First issued June 2011  
Issue 2, June 2014**

**© Copyright 2014  
Rail Safety and Standards Board**

<b>1</b> Definitions	<b>2</b>
<b>2</b> When these instructions apply	<b>2</b>
<b>3</b> Responsibilities of the person in charge of loading and unloading	<b>2</b>
<b>4</b> Agreeing the arrangements	<b>3</b>
<b>5</b> Before moving vehicles	<b>3</b>
<b>6</b> During the movement	<b>3</b>
<b>7</b> Propelling movements	<b>4</b>
<b>8</b> Loading or unloading during a movement	<b>4</b>
<b>9</b> Controlling movements	<b>4</b>

## **1 Definitions**

### **Driver**

This includes an operator of an on-track machine.

### **Engineering train**

This includes on-track machines but does not include on-track plant (OTP).

## **2 When these instructions apply**

These instructions apply to engineering trains when loading and unloading rail vehicles.

## **3 Responsibilities of the person in charge of loading and unloading**

You are responsible for:

- the safe loading or unloading of engineering trains, whether stationary or moving
- controlling the movement of engineering trains while they are being loaded or unloaded
- warning everyone who needs to know when vehicles are about to be moved.

## **4 Agreeing the arrangements**

You must come to a clear understanding with the driver, and the shunter, if there is one:

- when you will take over control of movements
- how you will control the movement
- when control of movements will be returned to the driver or shunter.

## **5 Before moving vehicles**

When you have taken control of movements, you must:

- make sure that it is safe for the movement to be made
- warn anyone working near the vehicles to move to a safe position.

## **6 During the movement**

You must control train movements as shown in section 9 of this handbook.

You must make sure everyone who may be in danger from the movement is warned, and if necessary you must stop the movement.

## **7 Propelling movements**

If the train needs to be propelled, if possible, you must control it from the leading end. If this is not possible, you must arrange for a competent person to:

- ride on the leading vehicle, or
- walk alongside the leading vehicle.

If you are at the leading end of the movement, you must warn everyone on or about the line if they might be put in danger by the movement and, if necessary, stop the movement.

If you have arranged for a competent person to be at the leading end of the movement, you must tell them to do this.

## **8 Loading or unloading during a movement**

Items can only be loaded on to or unloaded from a moving train if the vehicles concerned have been designed or equipped for this purpose.

## **9 Controlling movements**

### **By handsignals**

You must use the handsignals shown in diagram HB14.1 or diagram HB14.2 to control the movement.

You must make sure that no other driver acts on your handsignals.

## **By radio**

You must:

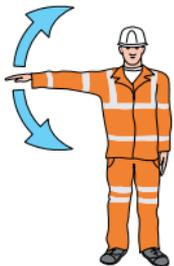
- clearly identify the correct train and driver
- keep in constant communication with the driver throughout each movement
- speak continuously or transmit a continuous bleep signal
- instruct the driver to stop immediately if you notice the transmission is failing.



**Move away from  
the shunter**



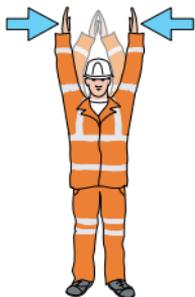
**Move towards  
the shunter**



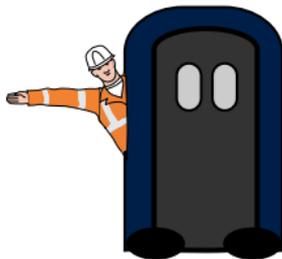
**Slow down**



**Stop immediately**

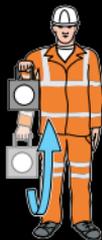


**Ease up**

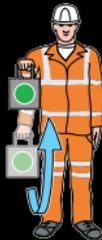


**Stop immediately  
when on a vehicle**

**Diagram HB14.1  
Hand signals during daylight**



Move **away** from hand signal



**Slowly** move **away** from hand signal



Move **towards** hand signal



**Slowly** move **towards** hand signal



Stop **immediately**



Ease up

**Diagram HB14.2**  
**Hand signals during darkness or poor visibility**

## Notes



**Corporate member of  
Plain English Campaign  
Committed to clearer  
communication**

**172**

