

State Electricity Commission of Victoria

BALLARAT ELECTRICITY SUPPLY AND TRAMWAYS

RULES GOVERNING DEPOT EMPLOYEES

GENERAL RULES:

1. Hours of Duty -

Hours of duty must not be varied nor shifts interchanged without the prior consent of the Foreman on each occasion. A shift employee must not go off duty until relieved; if the relief employee has not arrived within 30 minutes of the normal time, the Foreman or deputy should be advised.

2. Care of Premises, etc -

No unauthorised person is to be invited or allowed to remain within the Depot buildings or yards. Except during normal day hours and when required for tram movements, the main entrance gates and all other entrances are to be kept closed and locked.

3. Fire -

All Depot employees are required to be familiar with the location and use of all fire fighting appliances provided. Should a fire occur whilst an employee is on duty alone and which he finds or believes himself unable to control, he must take action as follows:-

- (i) Call Fire Brigade by breaking alarm in Wendouree Parade adjacent to Depot.
- (ii) Advise Power Station operator by telephone, asking him to advise Foreman and senior officers.
- (iii) Endeavour to move as many trams as possible from Depot, or resume fire fighting, dependant on circumstances and the location of fire.

4. Cleanliness -

Great care must be exercised that no grease or dirt from overalls or other source affects seats or hand rails.

5. Bicycles and Vehicles -

Bicycles must be placed in the accommodation provided. They must not be ridden in the Depot area.

No private car must be parked within the Depot area.

6. Tools -

Depot employees are required to take proper care of the tools with which they are provided.

7. Accidents -

All accidents and injuries must be reported to Foreman or deputy immediately. In the event of apparent death from electric shock, artificial respiration must be commenced immediately. Every Depot employee is required to be proficient in doing this.

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In the event of an injury to a person other than a Commission employee, or damage to other than Commission property, no liability is to be admitted nor written statements given to other than officers of the Commission.

8. Behaviour when travelling as Passengers -

Depot employees, when travelling as passengers on trams, must observe all rules covering passenger conduct and must not, for example, travel in motorman's cabin or converse with traffic staff on duty.

DEPOT OPERATION - SAFETY RULES :

9. Taking trams onto Traffic Routes -

Except to the extent necessary for shunting between Depot roads, no Depot employee is to take a tram onto a traffic route or outside the Depot without the definite instruction and knowledge of the Depot Foreman or his deputy.

10. Handling Trams -

No employee is to attempt to drive or move a tram unless he has been suitably trained and certified by the Foreman as capable.

Before a tram is moved, it must be ensured that it can be stopped. There must be at least 50 lbs. air pressure and the brake handle in position. If the hand brake only is available, the slack of chain must be taken up and wheel held in this position.

A check must be made that no-one is working under, within, or on top of the tram and the gong always sounded before power is applied.

11. Defective Trams -

Trams withdrawn from service through defect or on which repairs are required, must be provided with a "Defective not for service" label. This is to be placed upon the controller of the tram at which the reversing key is located. Such trams must not be moved by any employee unless he has knowledge of the particular defect existing. The label must not be removed from the tram until it has been declared fit for service.

12. Use of Ladders -

When using a ladder, care must be taken that the foot cannot slip. When using the ladders provided for access to tram roofs, the foot rope must be secured to tram truck.

13. Working on Electrical Apparatus of Tram -

Before commencing work on any part of the electrical equipment of a tram, the pole must be removed from trolley wire and securely fastened so that no contact with wire is possible.

A cautionary "Men Working" sign must be attached to the rope and the employee's identification tag hung on the sign. In the case of bogie cars, these precautions must be taken with both trolley poles.

14. Working in Pits or on Running Gear of Tram -

Unless the tram has been isolated from trolley wire, as detailed in rule 13, an employee must, before commencing work underneath or on any portion of the running gear

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of a tram, remove the controller reversing key and keep it in his possession until completion of the work.

If more than one employee is working on the same tram, the employee holding the key must see that all others are clear and aware of his action before returning the key or passing it to another employee continuing the work.

15. Working on Roofs of Trams -

Before commencing any work on the roof of a tram, the employee must first tie down the trolley pole, attach the "Men Working" sign to the rope, and hand his identification disc on the sign.

If the tram being worked on is in a position where a trolley wire is within reach because of its reduced height, the circuit breaker controlling the trolley wire must be opened, the cautionary "Men Working" sign hung on hook on the circuit breaker, and the employee's identification disc hung on the sign.

16. More than One Employee Working on same Tram -

In the event of more than one employee being engaged on work requiring power to be switched off, each must hang his identification disc on the hook on warning sign on circuit breaker or trolley rope, and on no account must the circuit breaker be closed or pole placed on wire without the knowledge and approval of each employee concerned. Only the employee last to remove his disc is to close the circuit breaker or place pole on wire.

17. Precautions before lifting Tram from Rails -

Before a bogie car body is lifted from its trucks, or the earth connection to motors removed, the earth lead of the tram is to be solidly connected to the rails and an additional connection made from the main frame of tram to the rails. Similar precautions are to be taken if, in any operation, there is any risk of both wheels of a single truck tram leaving the rails.

18. Working on Trolley Poles and Wheels.

An employee must never, by himself, swing round or reverse a trolley pole from the roof of a tram. This must always be done by the rope from the ground, either by himself or an assisting employee.

When working on a trolley wheel or harp, the pole must always be central with the line of the tram.

19. Trolley Poles on Parked Trams -

All trams, when parked in the Depot, must have their trolley poles in the trailing position for leaving the Depot.

All trams within the Depot, not requiring to be illuminated to facilitate work or to be energised for testing must have the trolley pole removed from wire at all times.

20. Parked Trams -

All trams, when parked in the Depot, must be at least 18" apart, measured from bumper to bumper.

21. 4 m.p.h. is the maximum speed allowable for all vehicles travelling within the Depot area.

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RULES GOVERNING TRACK REPAIR EMPLOYEES

1. Safety -

1.01 Track repair men must remember, at all times, that their safety is affected by both the tramway traffic and road traffic, and, conversely, that their operation can affect the safety of both tramway operations and road users.

All normally prescribed precautionary measures are therefore to be strictly adhered to and special precautions taken when required.

1.02 As far as possible, all materials and tools in use on track repair work are to be kept sufficiently clear of tracks as to prevent any possibility of being fouled by trams, but also so as to minimise interference with road users.

1.03 If any doubt exists as to the safety of the track in course of repair or being worked on, an approaching tram must be signalled to a complete halt and the motorman warned to proceed with extreme caution.

1.04 In the case of normal repair work where the regulations call for motormen to see that all men are clear of tracks and then proceed with caution, one employee is to be given the responsibility of seeing that men and materials are clear and signalling the approaching tram through the area.

2. Breaking of Rail Circuits -

2.01 All track repair men must remember at all times that, under no circumstances, are both rails of a track to be broken or disconnected at the same time if trams are in operation or standing on the route with the overhead system alive and, that if such is done, electrical conditions dangerous to life can be set up.

3. Use of Bitumen Boilers -

3.01 Care must be exercised that bitumen boilers are not allowed to boil over and become ignited. The prevention of the entrance of water is important in preventing this.

Care must be taken that the boiler is not used where grass or inflammable material could become ignited.

GENERAL :

Rules 7 and 8 for Depot employees apply equally to track employees.