

1st July, 1947.

AUTOMATIC AIR BRAKE EQUIPMENT

"Dead Man Control".

1. This equipment is for the purpose of the tram being automatically brought to a stand-still in the event of the motormen becoming incapable of performing this duty due to sickness or from any other cause, BUT IT MUST NOT BE USED FOR SERVICE STOP.
2. The wiring from the trolley base to the controllers has been altered so that the tram may be driven when the breaker at the rear end is open. The purpose of this alteration is to make it unnecessary for the motormen to go to the rear end of tram and close the breaker if it automatically opens between termini.
3. In charging the air brakes, the brake valve handle must be left in the "Off" position and the controller handle in the "Off and Up" position. When 40 lbs. air pressure is showing on the pressure gauge, press down the controller handle and apply the air brake, when the circuit breaker piston will be released allowing the circuit breaker to be closed by hand.

SERVICE STOPS -

4. Tram to be stopped as for ordinary stop, but the Brake Valve Handle must be moved over to the full brake application position at the completion of stop before the Controller Handle can be lifted.
5. When starting tram, press down Controller Handle with foot off Foot Valve and drive as usual. When driving tram the Controller Handle must be pressed down or Foot Valve used, otherwise the Automatic Brake will be applied stopping the tram.

TO RELEASE AFTER AUTOMATIC STOP -

6. Press down Controller Handle with foot off Foot Valve, making certain the Controller Handle is in the "Off Position"; this will release the Circuit Breaker Piston allowing the Circuit Breaker to be closed by hand and the tram driven as usual.

Foot Valves are only to be used to relieve the Motorman from keeping the Controller Handle pressed down when driving, and must not be used as a Foot Rest which makes the Automatic Air Brake ineffective. By holding the Foot Valve closed too long the Safety Air Pipe will not remain charged with sufficient air pressure and the Automatic Brake will after a time be applied.

7. Note:- When the tram has been standing for some time at the Terminus with Air Brake on, and if there is any leak in the Brake Valve, Brake Cylinder or Air Pipes, the Automatic Brake will be applied. It should be released as stated in the notes in the paragraph "To Release After Automatic Stop".

NOTES FOR DEPOT STAFF -

If the Trolley Pole has been put on the Trolley Wire with the Brake Valve Handle in the "On Position", the Air Pressure will not rise, the air escaping out of the exhaust pipe of the Release Valve. If this happens, put the Brake Valve Handle in the "Off or Release" Position, Controller Handle in the "Off and Up" Position.

(Con'td.)

If the Circuit Breakers keep opening when changing end of the tram to the other, the trouble is in the Check Valve in the centre of the tram which will require . Coat the valve with Flake Graphite applied with a piece of leather or use very thin oil instead of Graphite.

The two Double Check Valves must be cleaned about 6 months. This also applies to the Pilot Valves on the controllers.

The Diaphragm Valves require attention only at long intervals.

The Release Valves must be cleaned every 6 months and the valves oiled with thin oil.

When adjusting Brakes, the Controller Handle must be put down so that the Depot Hand adjusting the Brakes can do the work as on trams not fitted with the "Dead Man Control".

ELECTRICITY SUPPLY & TRAMWAYS-GEELONG.

To Manager

From

RULES GOVERNING EMPLOYEES, AND LOCAL INSTRUCTIONS.

I wish to acknowledge receipt of Rule Book No..... and
copy of Local Instructions for the guidance of Employees engaged in the
Traffic section of the Geelong Electric Tramways, State Electricity
Commission of Victoria.

Signed

Date.....

GEELONG ELECTRICITY SUPPLY & TRAMWAYS

To Manager.

From.....

GENERAL INSTRUCTIONS.

I wish to acknowledge receipt of a copy of General Instructions for employees engaged on the construction, repair and maintenance of electric trams, together with Appendices thereto.

Signed

Date

GEEELONG ELECTRICITY SUPPLY & TRAMWAYS

General Instructions for Employees Engaged
On the Construction, Repair and Maintenance
of Electric Trams.

Issued March, 1939

1. These instructions are issued for the guidance of employees at the Tramway Depot, and a strict adherence to them is required in order to ensure :-
 - (a) Safety to employees themselves.
 - (b) Welfare of Commission's plant and rolling stock.
2. FIRST AID.
 - (a) In the event of an accident occurring, treatment should be applied, and the Senior employee or person in charge on the site, must exercise his judgement as to whether or not the injured man requires attention by a doctor or at a hospital. If any doubt exists as to the seriousness of the injury, medical aid must be sought at once.
 - (b) In the case of apparent death from electric shock, artificial respiration must be commenced at once and a doctor called. (See Appendix "A").
3. REPORTS OF ACCIDENTS.
 - (a) In the event of an accident involving injury to a person, whether in the Commission's employ or not, or damage to property of the Commission or other property, a report must be made to the Depot Foreman.
 - (b) On no account is liability to be admitted in any manner, nor are written statements to be given to any persons other than officers of the Commission.
4. FIRST-AID CHESTS.

Will be found in First Aid Room in Power Station.
5. FIRST-AID INSTRUCTION.

Employees are expected to avail themselves of the facilities provided for instruction in first aid, and must make themselves familiar with the notes in Appendix "A" on the emergency treatment of burns and wounds.
6. APPARENT DEATH FROM ELECTRIC SHOCK.

Employees must avail themselves of the facilities provided for instruction in the prone pressure method of artificial respiration (see Appendix "A"), and must become proficient in the practical application of the method so that, if the occasion should arise, they will be able to perform correctly the operations on a victim of an electric shock.

(Contd.)

7. All employees must sign a form corresponding with that shown in Appendix "B".

8. FIRE PRECAUTIONS.

Care must be exercised that all inflammable and other material is stored in such a manner that risk from fire is minimised.

Tramway Depot will be equipped with approved fire extinguishers.

9. LADDERS.

Whenever a ladder is being used, care must be taken to see that the foot of the ladder is not likely to slip.

10. RESPONSIBILITY FOR TOOLS & APPLIANCES.

Each employee is responsible for tools and appliances issued to him, and he must report to his senior officer any loss, breakage, or theft. See Appendix "C".

Each employee must see that he uses only tools entirely suitable for the particular work in hand. Unsuitable or wrong size spanners must not be used.

11. ACCESS TO TRAM DEPOT.

(a) No employee of the Commission is to be allowed in any portion of the Depot other than where he is legitimately working.

(b) Trespassing by unauthorised persons must immediately be checked and reported.

12. GIVING INFORMATION.

On no account must any information regarding apparatus, faults, operations or any other matter concerning the business of the Commission be given to any person other than responsible officers of the Commission.

13. WORK UPON ELECTRICAL CIRCUIT OR APPARATUS OF TRAM.

Before any employee commences any work on any part of the tram electrical equipment, he must remove the trolley pole from the overhead wire and secure rope to hook provided on the buffer of the tram.

14. WORKING IN PITS OR UNDERNEATH TRAMS.

Before commencing work underneath a tram, the employee must first remove the reversing key from the tram controller and place same in his tool box. The key must be replaced on the tram on completion of job.

15. OUT OF SERVICE LABELS.

A label marked "Defective - Not for Service" must be placed on all trams which, through defect, have been withdrawn from service, and all other trams on which repairs are in progress or required. Trams bearing such labels must not be moved without knowledge of the particular defect existent.

16. INSPECTION LABELS.

Trams to be withheld from service for routine inspection must have an "Inspection" label attached to same, and such trams must not be allocated for service until inspection is complete and the employee engaged on inspection removes the label.

17. RIDING 'CYCLES IN DEPOT BUILDING.

All 'cycles must be placed in the racks provided, and in no case shall 'cycles be ridden in the Depot buildings.

18. REMOVAL OF DEBRIS, ETC.

All surplus material, debris, etc., remaining after the completion of work must be cleaned up. Short lengths of wire must not be left about as birds pick these up when nesting, and thus endanger overhead lines by trailing the wire over live conductors.

19. Employees are required to exercise great care to ensure that no grease or dirt from their overalls is found on tram seats.

The following rules for Motormen and Conductors will also apply to employees at the Tram Depot :-

20. They shall willingly obey orders given by the Commission's responsible officers.
21. Special Orders bearing the signature of the Manager shall be obeyed whilst in force. Should a Special Order conflict with any Rule it shall override such Rule.
22. When returning tram to Depot, the trolley pole must be turned at entrance so as to have the pole in the trailing position for the run out.
23. They shall not make use of improper language, or enter into arguments with the public or with their fellow employees, whatever be the circumstances.
24. When off duty they shall not congregate on any tram, nor shall more than four employees travel on the same tram when off duty.
25. No employee when off duty shall travel in the Motorman's cabin or converse with any employee on duty.

(Contd.)

26. Gambling on the Commission's premises or on the Commission's vehicles is strictly forbidden.
27. No employee shall absent himself from duty or alter his appointed hours or exchange duty with any other employee without the special permission of his superior officer.
- 28.. Personal illness or accident shall be reported at once in order that a substitute may be provided.
29. A medical certificate shall be furnished for absence extending beyond two (2) days and in cases of shorter absence if called for.
30. One week's notice of intention to leave the Commission's employment must be given in writing - verbal notice will not be accepted.
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APPENDIX "B"

State Electricity Commission of Victoria

FORM FOR SIGNATURE BEFORE EMPLOYMENT AS

I am not subject to giddiness, defective sight, or any physical defect which might cause me to lose my balance when working at a height above the ground.

I am aware of the meaning of the word "live" as applied to a wire connected to an electricity supply, and that contact with such a wire is highly dangerous, and that at all voltages such contact is liable to deprive a person of the use of his muscles or cause him to lose his balance.

I am aware of the electrical circuit through a tram car, and that the rails form part of the circuit of a tramway system.

I know the various insulators and other fittings on overhead work and their uses, and that any wires should be treated as "alive" unless it is definitely known that they are "dead" or effectively connected to earth.

I undertake to notify my senior officer if at any time I am unfit to perform work in elevated positions without risk to myself or others, or to the Commission's property.

Signed

Date.

Witness

Date

APPENDIX "C".

STATE ELECTRICITY COMMISSION OF VICTORIA

I _____, as a condition of my employment by the State Electricity Commission of Victoria, agree that all tools and appliances issued to me by an officer or other representative of the Commission shall, on demand by such officer or representative, be returned in good order and condition, reasonable wear and tear excepted, or failing the return of such tools and appliances in good order and condition, their value shall be deducted from any moneys due to me as wages or otherwise.

Signature of Employee _____

Date _____

Witness _____

Date _____

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