

VICTORIAN RAILWAYS

ROLLING STOCK BRANCH

**PAMPHLET CONTAINING INSTRUCTIONS WHICH
ARE DETAILED IN THE ROLLING STOCK BRANCH
BOOK OF INSTRUCTIONS.**

Effective from 1.3.1973

To be issued to all officers and employes other than
those issued with the complete book

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Every officer and employe to whom a copy of this pamphlet is issued must forthwith make himself thoroughly acquainted with, and will be held responsible for compliance with, the instructions contained herein.

GENERAL

1. Every permanent employe, and every supernumerary employe must be supplied with a copy of this instruction Pamphlet Book and any Instruction as directed by the Chief Mechanical Engineer. Every Officer in charge of a Workshop or Depot will be held responsible for ensuring that the books are supplied as directed, are properly signed for, and that the receipts are sent to the Chief Mechanical Engineer.
2. Every employe issued with a copy of this Pamphlet Book must make himself thoroughly acquainted with and will be held responsible for compliance with the Instructions contained herein. Alterations or additions authorized from time to time must be neatly inserted by each employe to whom an amendment is issued.
3. An employe must return this Pamphlet Book to the Officer-in-charge on completion of his employment in the Department. Should he fail to do so he will be required to pay the prescribed cost of same.
4. Every employe at any Workshop or Depot must make himself thoroughly acquainted with and will be held responsible for compliance with all instructions and notices which are posted on a notice board and which concern him.
5. An employe must not introduce any stranger into any Workshop or Depot without the permission of the Officer-in-charge.
6. Any person, whether a candidate for a Parliamentary, Municipal, or other election, must not be permitted to canvass within any railway premises.
7. Every employe must be punctual in his attendance, promptly obey all orders of a superior, and must carry out in a regular and methodical way all work entrusted to him.
8. An employe must not bring intoxicating liquor on to any railway premises, locomotive or vehicle.

9. Any employe who has reason to believe that another employe is intoxicated, or under the influence of intoxicating liquor, or suffering from the effects of over-indulgence therein, or is bringing such liquor or causing it to be brought on to a locomotive, vehicle, or any railway premises, must immediately report the fact to his Officer-in-charge, or the immediate Superior Officer-in-charge of the employe in question.

Any employe who may be at a station or depot where he cannot appeal to a Superior Officer of his own Branch, and who may be reporting such an offence, must direct the attention of officers of other Branches or some other person or persons to the matter, so that corroborative evidence may be obtained, and must report the occurrence to his immediate Superior Officer at the earliest opportunity.

10. Gambling, bookmaking, or the promotion of a sweep by an employe on railway premises is strictly prohibited.

11. Every employe is prohibited from smoking at any time in any place where it is likely to cause risk of fire and/or where "Smoking Prohibited" notices are displayed.

12. An employe must not occupy a portable house or other Departmental premises without permission.

13. Every employe not entitled for free quarters, and who occupies a Departmental residence, must sign an agreement and pay rent and the rates and taxes prescribed in such agreement. On vacating the premises, the employe concerned must give written notification to the Chief Mechanical Engineer, through the Officer-in-Charge, and hand the keys over to the Officer-in-Charge; otherwise he will be liable for the rental and other charges up to the date on which the matter is brought under notice.

14. Every employe who is required to do so must prepare and sign a time sheet showing in detail the time worked on every job, and hand it to his Officer-in-Charge not later than the beginning of the following shift.

15. An employe must not make any false entry or alter or erase any entry in any time book, time sheet, attendance book record, running sheet, or time card.

16. An employe is not permitted to work a shift for, or change shifts with, another employe without having obtained the permission of the Officer-in-Charge, who must not agree to any change which would involve excessive hours of duty, inadequate period off duty for rest, or which would, in any other respect, infringe any Award governing working conditions. The name of the employe actually working the shift must be shown on the time sheet, and not the name of the employe for whom the shift is worked.

17. (a) Any employe other than an employe connected with train running

- (i) who report for duty after the prescribed time for commencing duty but less than 30 minutes after such time will be regarded as having arrived at the next fractional timekeeping hour.
- (ii) who reports for duty more than 30 minutes after the commencing time of a shift will not be allowed to start until the completion of the mid shift interval except at the discretion of the Officer-in-Charge.
- (iii) who reports for duty after the prescribed time for commencing work after the mid shift meal interval, but less than 15 minutes after such time will be regarded as being late to the next fractional timekeeping hour.

- (iv) who report for duty more than 15 minutes after the prescribed time for commencing work after the mid shift meal interval will not be permitted to start unless specially authorised by the Officer-in-Charge and any such absence will be regarded as absence without leave.
- (v) who habitually loses time will render himself liable to discipline.

(b) Any employe connected with train running who reports late for duty will not be permitted to start unless his services are required by the Officer-in-Charge in which case he will be signed on at the time his services are actually required.

18. (a) Every employe supplied with a metal token bearing the number allotted to him must take his token up before commencing work, and deposit it in the proper place when leaving. Any employe who loses his token, allows it to become defaced, proceeds to his work without taking it up, does not deposit it on leaving, or takes up or deposits more than one token will be punished.

(b) Every employe in a shop where a time clock is installed must, before commencing work, press the bell-punch on the clock on the number allotted him, and he must do the same on leaving work. Any employe who punches the wrong number on a time clock, punches on or off or attempts to punch on or off for another employe, or fails to punch on or off, will be punished.

19. An employe must not, without permission, leave duty at other than the appointed time. Any employe who obtains leave of absence must hand his token to the Timekeeper, or record his time of ceasing duty on the time clock, where such is provided. In all cases he must, when leaving, report personally to the Timekeeper who must note the time of departure, and must obtain from the Officer-in-Charge a docket certifying that the employe was granted leave at that time.

20. (a) Except when required to do so in the course of their normal duties employes are not permitted to ride in any vehicle being docked or shunted.

(b) Every employe must enter and leave his working location through the proper entrance and exit, and except Electric Train Drivers attached to the Electric Running Depot every employe who journeys by train must enter and leave Railway station platforms by the public entrance or exit.

21. An employe must not during working hours leave his specified place of employment without the permission of the Officer-in-Charge.

22. An employe must not remain in or return to any workshop after working hours without the permission of the Officer-in-Charge.

23. Work must not be undertaken for any other Branch or anyone outside the Department without the authority of the Chief Mechanical Engineer.

24. An employe must not open another's drawer, box, cupboard or locker, or take any tools belonging to a fellow employe, without his leave, unless directed to do so by his Officer-in-Charge, and in the latter's presence.

25. Every employe in charge of a Tool Store must keep an accurate record of all tools in the store. He will be held responsible for their safety, branding and condition, and he must report to his Officer-in-Charge any case of damage which is not due to fair wear and tear. The name of every employe obtaining a tool, or returning it, must be recorded with the date of its issue and return. If any tool is not punctually returned, he must communicate at once with the Officer-in-Charge of the employe who retained it, and he must see that the whole of the tools are returned to the Tool Store at the end of each week.

26. Every employe obtaining a tool from a store, must give his name, with the particular description and size of the tool he requires, to the person in charge, so that it may be entered against him. He must also return the tool within a reasonable time, and repeat his name, etc., as on taking it out, so that the debit may be written off.

27. Every air jack must have the piston withdrawn and examined every twelve (12) months, and at the same time the leather must be cleaned and oiled before being replaced.

When an air jack is being examined or repaired, the air pipe between the air jack and the air supply must be disconnected before anything is done to the air jack. This will prevent the supply of air to the jack whilst any employe is engaged on it, and so obviate an accident.

28. Every Crane rope, Crane chain, rope, sling, chain sling, and other rope and/or chain tackle used for lifting purposes, must be carefully examined on the first working day of each week by the Officer-in-Charge, or an employe appointed by him to see that they are sound and fit for use. Before using them every employe concerned must also examine them and satisfy himself that they are in good order and perfectly safe for the weight to be handled.

29. Every employe who accidentally breaks or otherwise injures a tool or spoils material and neglects to inform his Officer-in-Charge thereof, or who carelessly or wilfully destroys or loses any tool or other article, or defaces or alters any drawing or pattern, must make good the loss or damage or be dealt with in such other manner as the Chief Mechanical Engineer may direct. If the tool forms part of a kit of a locomotive is must be replaced at once.

30. An employe must not, upon any pretence, nor for other than Departmental purposes, take from any railway premises any Departmental property, nor convert to his own use any material or article which is the property of the Department. The making, repairing or cutting of any article by an employe upon railway premises for private purpose is prohibited.

31. Every employe having occasion to take tools or material from a Workshop or Depot to any place where he may temporarily be employed, must obtain a written permit from his Officer-in-Charge, and hand it to the Storeman, who must check the articles before they are taken off the premises. Such tools and any surplus material must be returned to the Workshops or Depot through the Storeman.

32. Any tool, appliance, or material of any description belonging to the Department, must not be sold, loaned or borrowed, or removed from any Workshops or Depot without authority of the Chief Mechanical Engineer.

33. An employe must not bring into any Workshop or Depot any material or goods of any description other than his own personal effects or tools which are required for his work.

34. Only these employes certified as competent by the Superintendent of Locomotive Running shall take charge of a steam locomotive, electric train, electric locomotive, diesel electric locomotive, diesel electric rail motor, diesel locomotive or rail car.

Only an employe certified as competent by the Superintendent of Locomotive Running shall be fireman on a locomotive.

Only those employes certified as competent by the Chief Foreman, South Dynon Loco. Depot, shall take charge of a Rolling Stock Branch wreckage Crane.

Only those employes certified as competent by the Superintendent of Locomotive Running shall take charge of a locomotive crane or the boiler of a steam crane outside a depot or a workshop.

Only those employes qualified by the Superintendent of Locomotive Running shall take charge of any steam crane or its boiler within a workshops area or within a depot.

In each case a certificate shall be forwarded to the Chief Mechanical Engineer by the Officer concerned, setting out the date on which the employe was declared competent.

35. When shunting in and about any Workshop the speed of the engine must not exceed 4 M.P.H., the whistle must be frequently sounded, and all vehicles being shunted must be coupled on to the engine. A sharp look-out must always be kept as a precaution against accidents, and care must be taken to see that the following instructions are observed : —

- (a) The operations of every loco. steam crane or shunting engine will be under the direction of a Yard Foreman or Shunter-in-Charge, but the actual movements of the crane, or engine, when vehicles are attached, must be made in obedience to the signals of the Shunter-in-Charge.
- (b) Before any shunt is performed on a line leading into a shop, the doors of the shop must be opened, and they must be kept open during the shunting operations, in order to guard against accidents.
- (c) When an engine or a loco-crane is proceeding into or out of a shop, the speed must not exceed 4 miles per hour, one Shunter must enter the shop ahead of the engine, to see that the road is clear while the other must remain at the entrance to prevent any one crossing in front of the engine while in motion, and also to give and receive the necessary signals. The engine must be brought to a standstill about one length from the vehicle to be shifted. The Shunter-in-Charge must see that all workman are clear, and ascertain from the Officer-in-Charge that everything is right before moving the vehicle.

- (d) Slip, fly or kick shunting is strictly prohibited on roads leading through or alongside any Workshop and all vehicles on those roads must be placed in position while attached to the engine.
- (e) When a shunting engine is required to move vehicles within the shops, the Driver must take instructions from the Shunter-in-Charge, but this will not relieve him nor any other Driver of the responsibility of observing the speed limits or other provisions laid down herein, and of observing the signals from the Shunter-in-Charge before starting.
- (f) The main line from the lower to the upper yard, Newport, must only be crossed when absolutely necessary; two qualified men must be on the foot-plate at the time, and the driver must be qualified as a Driver.

AMENDMENT TO ROLLING STOCK BRANCH
BOOK OF INSTRUCTIONS : —

To be inserted as Clause 35A.

35A. Shunting of wagons or vehicles by the use of mobile road crane or road tractor is permissible at workshops under the following conditions : —

- (a) The mobile crane or tractor must be operated by a qualified driver, *i.e.*, one who is licensed to drive a road motor vehicle and has been certified to by a departmental officer as competent to operate a mobile crane or tractor, and be assisted by an employe who has been instructed and certified as competent to undertake the movement of vehicles, including the use of chains and slings;
- (b) Movement of wagon or vehicle may be carried out by pushing or hauling with tow rope:
- (c) The wagon or vehicle may be pushed or hauled with tow rope on to turntable to permit transverse movement of such wagon or vehicle;

- (d) The speed of any such movement of wagon or vehicle must not exceed approximately 2 miles per hour;
- (e) Before undertaking the movement of any vehicle the driver and assistant must see that all workmen are clear;
- (f) Clearing, placing and spacing wagons in the lift and repair shop may also be undertaken by mobile road crane or road tractor.

Repairs to any vehicle must not be undertaken outside the Yard of a Workshop or a Depot unless such vehicle and the men repairing or with it are properly protected in accordance with instructions in the General Appendix.

36. An employe must promptly report to his supervising officer any accident or casualty involving injury to any employe or passenger, derailment of or damage to rolling stock, bush fire, flood, washaway, or other unusual occurrence which he witnesses whilst on duty and which is liable to affect railway operation.

37. A careful note must be taken by every employe of all the circumstances surrounding any accident, such as the state of the permanent way, the condition and position of the stock, the speed of the train or trains, as well as the time of the accident. The attention of the responsible officer on the spot must be called to any fact which may appear to explain the cause of the accident, and full reports must be furnished.

38. Whenever a fatal or serious accident caused by a locomotive or other rolling stock occurs unknown to the Driver, the Officer-in-Charge of the Depot must, on receiving notification of such accident, immediately make an examination (for blood stains or other marks) of all locomotives or other rolling stock at his depot which passed the place where the accident occurred, and report the result promptly to the Chief Mechanical Engineer.

CORRESPONDENCE

39. Official correspondence must be regarded as confidential.

40. All correspondence must be returned promptly. If any delay occur the cause must be explained. Correspondence must be kept and returned in a clean condition.

41. In replying to any communication, either by telegraph or otherwise, the following instructions must be observed:

- (a) Read the communication carefully to ascertain clearly the nature of the information required;
- (b) Frame the reply so that it will run as closely as possible in the same paragraph order as the communication to which it refers;
- (c) Supplement the reply with any information which may be considered of value or interest.

42. Every employe must send all correspondence through his immediate Superior Officer, who must see that all necessary information is given. An employe must not correspond with another Branch except through the Chief Mechanical Engineer.

43. (a) Every letter or parcel containing any of the undermentioned articles must be forwarded as a "Value" consignment enclosed in a "Value" envelope or having such an envelope affixed to it.

Cash – Departmental Watches
Pay Cheques – Book Duty Passes
Time Books

Every employe when consigning any of the above articles, must keep a record of the article consigned, the date and name of the consignee, and obtain a receipt from the Transportation employe taking delivery of each consignment.

(b) Every letter or parcel containing any of the undermentioned articles must be forwarded as an "Important" consignment enclosed in an "Important" envelope or having such an envelope affixed to it,

Receipted Pay Rolls

Accounts

Time Sheets

Paper or correspondence that the Chief Mechanical Engineer may direct be treated as "Important".

A description of the contents of the letter or parcel must be shown on the face of the envelope, and if an Officer-in-Charge deems it necessary, a receipt may be obtained from the Transportation employe who takes delivery.

44. Telephone messages relating to the working of engines or of trains, or to a demand for the supply of material or equipment and other messages of importance must be recorded in the telephone book with the initials of the employe who sends the message, as well as the initials of the employe who receives it. The receiver must repeat the message from his written copy, and the sender must see that it has been accurately repeated.

45. Every inquiry made by telegraph must be answered in a similar manner in the absence of instructions to the contrary. The fullest use must be made of the Telegraph Code.

46. Every communication referring to Departmental business which is received from a person outside the Railway Service must be referred to the Chief Mechanical Engineer, together with the necessary information, and the writer must be notified that such action has been taken.

47. No liability will be incurred by the Railway Department with regard to the delivery or non-delivery of any private letter addressed to an employe at a Workshop or Depot.

48. Any employe, after furnishing a report and explanation of any offence with which he is charged or who has been punished for an offence may, if he so desire, be permitted to peruse and take copies of the relevant reports in the presence of the Officer-in-Charge or his Deputy, but must not be allowed to take the reports out of Departmental custody.

INJURIES TO AND ILLNESS TO EMPLOYES – LEAVE – PASSES

49. Every employe who is injured in the active discharge of his duty must submit a detailed report on the prescribed form (G. 3) to his Superior Officer before leaving the railway premises if his condition permits, or otherwise as soon thereafter as circumstances will admit. Failure to do so may render an employe liable to be debarred from participation in accident pay.

50. In any case in which an employe of another Branch, while on duty, meets with an accident causing him injury, and such accident is witnessed by an employe of this Branch, the latter must at once report the fact to his superior officer giving full information as to the manner in which the accident occurred. In country districts the Officer-in-Charge must forward such report to the District Superintendent; while in the Metropolitan Area the report is to be submitted to the Chief Mechanical Engineer for transmission to the Head of the Branch concerned. This instruction must receive special attention to obviate delay in the finalization of accident pay.

51. Every employe injured in the active discharge of his duties is liable to be called upon to perform suitable light duty if in the opinion of the Railways Medical Officer the injuries are of such a nature as to permit of the performance of such duty. Every Officer-in-Charge must pay particular attention to this direction, and if any employe declines to undertake the light work offered, the facts must be at once reported by telephone or telegraph to the Chief Mechanical Engineer.

52. (a) Any employe, other than those engaged in the running of trains or attached to a locomotive depot, who is incapacitated for duty through illness shall so advise his supervising officer by 10.00 a.m. on the first day of absence from duty, and any such employe who fails to do so may be treated as absent without leave.

Any employe so incapacitated for duty shall also notify his supervising officer of the date on which he will be able to resume duty in sufficient time to enable any necessary arrangements to be made.

(b) Every officer or employe incapacitated for duty through injury sustained whilst on duty must furnish a medical certificate on the prescribed form not later than the second day of his absence.

Officers and employes who visit Medical Practitioners, Hospitals or Chemists in connection with injuries which are or may be the subject of claims for compensation are requested to give the Medical Practitioner etc., details of their Grade, Branch and Place of employment with the request that this information be included on the account. This will facilitate the handling of such accounts by the Department.

Regulations governing the absence of employes owing to illness in respect of which payment from sick leave credits is involved : —

Any officer or employe who is incapacitated for duty in consequence of illness and whose absence is prolonged beyond three successive working days shall forward to his supervising officer, on the fourth working day thereof, a medical certificate from a legally qualified Medical Practitioner.

Where the third working day occurs on a Monday or Tuesday a medical certificate is required to be submitted on that day.

Any officer or employe who finds that he will be unable to resume duty on the expiration of the period shown on the medical certificate first submitted by him shall unless otherwise directed, thereupon furnish a further certificate, and shall continue to furnish further certificates upon the expiration of the periods respectively, covered by such certificate, provided, however, that the maximum period between the dates of furnishing any two certificates shall be fourteen days.

Instructions governing the absence of employes, owing to illness in respect of which payment from sick leave credits is not involved : —

Every employe who is incapacitated for duty through illness must furnish a medical certificate on the prescribed form, or a form G. 215 not later than the fourth working day of his absence.

Where form G. 215 is submitted and the period of absence extends to fourteen days or more a medical certificate must be furnished not later than the fourteenth day of absence.

In the event of prolonged absence due to ill-health, employes must furnish medical certificates at intervals of 28 days from the date of ceasing duty.

In the case of absences not covered by a medical certificate where doubt exists as to the genuineness of the case, an employe may be required to produce a medical certificate covering the period of absence.

No employe shall be required to furnish a medical certificate in respect of any period : —

- (a) in which he is an in-patient at a hospital or
- (b) which is covered by a certificate of the Railways Medical Officer or a Government Medical Officer.

The date of every medical certificate and such other items as are indicated on the prescribed form shall be filled in by the medical practitioner, by whom any alteration in such particulars on the certificate shall be initialed.

Any officer or employe in receipt of sick pay, accident pay or Workers' Compensation payment, who leaves his usual place of residence for more than three days, shall notify his supervising officer of the address or addresses at which he may be found from time to time.

53. Every employe engaged in the running of trains or attached to a locomotive depot must give to the Officer-in-Charge not less than four hours notice of his intention to absent himself from duty.

Every employe who does not give notice as prescribed herein or is not notified that leave has been granted will be treated as being absent without leave in the event of his not reporting for duty.

54. (a) Every employe who has been absent on sick leave, or without leave, must report personally to the Officer-in-Charge before he will be permitted to resume duty, and he must not be allowed to start work unless the Officer-in-Charge is fully satisfied that he is fit to do so.

(b) Every employe engaged in the running of trains or attached to a locomotive depot who has been on annual leave must advise the Officer-in-Charge by 2.00 p.m. on week days and by no later than 11.00 a.m. on Saturdays on the last day of such leave of his availability to resume duty on the prescribed date in order that his name may be placed on the Running Sheet for that day.

55. An Officer-in-Charge may grant leave without pay for two days to any employe, but must not grant leave beyond that period unless authorised by the Chief Mechanical Engineer.

56. A leave pass will not be issued to an employe, or extended or altered, except by a written request (or a telegram in case of emergency) which must be certified to by the Officer-in-Charge.

57. Every employe must surrender his leave pass at the expiration of the period for which issued, and any duty or transfer pass immediately he has completed the duty or transfer for which the pass was issued. If a pass has not been collected at a station or by the Checking Staff it must be handed to the Officer-in-Charge who must promptly forward it to the Chief Mechanical Engineer.

58. Every employe who loses any pass issued to him, either for himself or for some member of his family, must promptly report such loss to his Officer-in-Charge with the details of any action taken by him to recover the pass.

59. Every employe to whom a card pass is issued in order that he may attend classes at the Victorian Railways Institute, the Victorian Railways Technical College or other approved Technical School, or for other purposes approved by the Chief Mechanical Engineer must take special care to see that the pass is certified to by the Station-master on the forward journey, and by the Instructor-in-Charge on the return journey. Neglect of this regulation will be seriously regarded. A Pass which has expired must be handed to the Officer-in-Charge, by whom it will be forwarded to the Chief Mechanical Engineer for inspection. When applying for a new pass every employe must see that the application is lodged in sufficient time to allow of a fresh pass being issued before the old one expires.

60. An employe on being transferred from a Depot or Workshop to another Depot or Workshop must be supplied by the Timekeeper with a memo. to hand to the Officer-in-Charge of the Depot or Workshop to which he is transferred, giving the date of transfer and the train by which he has been instructed to travel, and the time he is instructed to report for duty.

When any employe is temporarily transferred he will be under the supervision of the Officer-in-Charge at his temporary location.

FIRE PREVENTION

61. Every Fire bucket must always be kept filled with water, and in its proper place ready for use.

62. Rubbish must be burnt only in approved locations. An employe must not take a portable fire into the places specified in Instruction 11. When it is necessary for him in the performance of his duties to have a fire in the vicinity of such places, it must be lighted in a portable rivet forge or in a fire pot, and placed in the safest position than can be found away from all buildings and from any inflammable material. An employe must be in constant attendance whilst the fire is being used, and he must properly extinguish it before leaving work.

63. The fire of every stationary boiler must be thoroughly extinguished when not in use, and all live ashes must be properly quenched with water. While the boiler is working every care must be taken to prevent sparks, and any inflammable material must be kept away from the vicinity of the boiler.

64. Every blacksmith's fire must be very carefully watched to prevent sparks from arising, and the fire must be thoroughly extinguished when ceasing work each day.

65. Every Blacksmith must see that the air valve on his fire is closed when the air blast is stopped in order to prevent gases getting into the air pipes.

The relief valve at each end of the air blast pipe must not be closed for a period of at least 3 minutes after the air enters the pipe.

66. Every locker containing benzine, turpentine or other inflammable material must be examined, once a month, or more often if necessary, by the Officer-in-Charge, and in the event of any being found to contain an accumulation of such material or of saturated waste, the employe responsible therefor will be liable to severe punishment.

67. Candles or other open lights or lamps must not be used in connection with the building or repairing of cars.

68. Every employe engaged repairing gas or water fittings in any car or shop must take every precaution to prevent fires arising from the materials, lamps or tools used.
69. Every employe must see that as far as possible when repairing an engine or vehicle, or when laying down material, that the work or material does not foul or block any road or siding, and full access can be obtained to the fire appliances.
70. A locomotive or steam crane must not be taken into any Timber Store. Every vehicle must be hand-shunted into or out of such buildings.
71. Every Driver engaged in shunting at any Workshop or Car Shed, must avoid standing with the exhaust stacks of the locomotive under the sprinklers, otherwise the hot gases from the exhaust stacks may bring them into operation.
72. Rubbish, such as shavings, greasy waste, or other inflammable material, must not be allowed to accumulate in the shops, but must be collected each day and taken before ceasing work, to the engine rooms or other special furnace to be burnt. Inflammable material must not be deposited on any rubbish tip.
73. Lighting-up wood or other inflammable material must not on any account be placed on the crown of a furnace or boiler.
74. Every Train Examiner, Running Gear Repairer, or other employe engaged on repairs to vehicles at the North Melbourne Workshops, or at Country Depots must, as far as possible, avoid leaving them in such a condition as to prevent them being moved, and all draw-gear removed must be replaced before ceasing work each day.
75. When a fire is discovered one man (where a Fire Alarm is provided) must ring it at once, a second man must (if necessary) send for locomotives to remove the Rolling Stock to a place of safety, but employes must hand-shunt any that may be in immediate danger, whilst others must make every endeavour to extinguish the fire by means of the fire buckets, hoses and fire extinguishers.

