

GE/RT8000/HB3  
Rule Book

**Handbook 3**

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## **Duties of the lookout and site warden**

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## **1 Competence**

To act as a lookout or a site warden you must have with you a valid lookout certificate of competence issued by your employer.

## **2 Identification**

When you are acting as a lookout, you must wear a white armband or badge with the word 'LOOKOUT' in red letters. When you are acting as a site warden, you must wear a white armband or badge with the words 'SITE WARDEN' in blue letters.

You must wear the armband on your left arm or if it is a badge, wear it on the upper chest.

You must not wear these armbands or badges at any other time.

## **3 Site-warden duties**

The COSS or SWL will tell you who to watch and the boundary of the safe area as well as where you must stand.

You must not leave your post until the COSS or SWL tells you that you are no longer needed to act as site warden or you are relieved by another site warden.

The COSS or SWL will make sure you understand the limits of the safe area.

You must watch the group and make sure that no one moves beyond the safe limits laid down by the COSS or SWL.

You must warn anyone who attempts to move beyond the safe limits by shouting '**get back**'. If they do not immediately move back into the safe area, you must give a series of short sharp blasts on the whistle or horn until they do move back into the safe area.

While you are acting as a site warden you must:

- make sure your mobile phone is switched off
- stay alert and carefully watch the group.

You must not:

- take part in the actual work
- carry out any other duties, unless you are also the COSS or SWL
- allow yourself to be distracted.

You must immediately let the COSS or SWL know if you do not believe you can continue to give an adequate warning or you cannot continue your duties as a site warden.

## 4 Lookout duties - general

The COSS or SWL will tell you:

- if you are to be a site lookout, a distant lookout or an intermediate lookout
- where to stand
- from which direction trains will approach
- on which lines trains will approach
- who you are to give the warning to
- how you are to give the warning
- where the position of safety is.

You must stay at your post until the COSS or SWL tells you that you are no longer needed to act as lookout or you are relieved by another lookout.

You must not act as a lookout if you cannot stay alert.

While you are acting as a lookout you must:

- make sure your mobile phone is switched off
- stay alert and carefully watch for approaching trains
- give the warning and then tell the COSS or SWL if you can no longer give an adequate warning or your view becomes blocked.

You must not:

- take part in the actual work
- carry out any other duties
- allow yourself to be distracted.

**Note:**

Distant lookouts and intermediate lookouts are not allowed during darkness, poor visibility or in a tunnel.

Site lookouts are only allowed during darkness, poor visibility or in a tunnel if the maximum speed of all approaching trains is no greater than 20 mph and the site lookout has sufficient sighting available.

This note does not apply when LOWS or pee wee is being used.

## **5 Site-lookout duties**

When you see a train approaching on the lines concerned, or the distant or intermediate lookout waves their chequered flag, you must immediately give the warning.

You must give the warning using one of the following methods as instructed by the COSS or SWL:

- whistle
- horn
- touch.

If necessary, you must also shout.

If anyone does not immediately acknowledge your warning and move to the position of safety, you must give a series of short sharp blasts on the whistle or horn or repeat the touch warning until they do move to the position of safety.

If there is a distant or intermediate lookout, when you have seen everyone is moving to the position of safety, you must wave your chequered flag above your head to acknowledge that lookout's warning.

## **6 Distant lookout**

When you see a train approaching on any of the lines concerned, you must wave your chequered flag above your head as a warning to the site lookout or intermediate lookout if there is one.



Continue to wave your flag until the site lookout or intermediate lookout if there is one acknowledges it in the same way.

If there is more than one site lookout, each must acknowledge your warning.

## **7 Intermediate lookout**

When you see the distant lookout giving the warning by waving their chequered flag above the head, you must wave your chequered flag above your head to acknowledge this to the distant lookout.

You must continue to wave your flag above your head as a warning to the site lookout until the site lookout acknowledges it in the same way.

If there is more than one site lookout, each must acknowledge your warning.

## Notes



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