

## **DUTY LIST OF SAFETY COUNSELLOR/O&F and RSO**

1. Footplate and counseling of drivers having poor enginemanship. Driver of each LI to be covered every three months.
2. Foot plating and counseling of four drivers having good engineman ship per month regarding use of dynamic brake.
3. Inspection of all drivers, Running Rooms and Lobbies once every 3 months.
4. Preparing a list of habitual drinkers and keeping a special watch over them.
5. One seminar per month at different driver HQ station.
6. Four ambush checks per month regarding the following
  - i). Exchanging of all right signal with the station staff.
  - ii) Whistling at unmanned L. Xing gates.
  - iii) Observance of temporary engineering speed restrictions.
7. During inspections list should be prepared indicating the following
  - i) Short comings noticed.
  - ii) Items of ignorance.
  - iii) Safety precautions ignored.
  - iv) Short cut methods used.
8. Attending accident sites and accident inquiries.
9. Any other work as directed by Sr.DSO

## **DUTY LIST OF SAFETY COUNSELLOR/P.Way**

1. Covering 100 kms. Per month by push trolley on any one section.
2. Footplate inspection of the same section each month before and after the push trolley inspection.
3. During the push trolley, inspection the following items should be checked up.
  - i) Work sites and safety precautions.
  - ii) Engg. Gangs and safety equipments available.
  - iii) Points and crossings.
  - iv) L.xing gates.
  - v) LWR/CWR
  - vi) IMR/OBS rails.
  - vii) Bridges approaches.
  - viii) Sharp curves.
  - ix) Motor/Push trolley competency available with staff.
4. Inspection of P.Way materials of all ARTs once in three months.
5. Inspection of all Track machine once in three months.
6. Night inspection of gang, L.xing gates, 1 gate in each PWI's jurisdiction every 3 months.
7. During inspection lists should be prepared indicating the following.
  - i) Short comings noticed. Work sites and safety precautions.
  - ii) Item of ignorance.
  - iii) Safety precautions ignored.
  - iv) Short cut methods used.
8. Attending accident sites and accident enquiries.
9. One proposal for innovation system improvement per month
10. Any other work as desired by Sr.DSO

## **DUTY LIST OF SAFETY COUNSELLOR/TRAFFIC**

1. Detailed Inspection of Station and Cabin and counseling of staff, one station of each sectional TI's beat is to be covered every month.
2. Inspection of Traffic L.xing gates and counseling of staff at l.xing gates in each sectional TI's beat is to be covered every 3 months.
3. Surprise Night inspection of stations and L.xing Gates. 3 nights per month each TI's beat is to be covered every 3 months.
4. Night Foot plate inspection by Goods Trains to monitor exchange of all right signal by station staff. 2 per month each Tis beat is to be covered every 3 months.
5. Inspection of all Guard Running Rooms and lobbies once every months.
6. Brake van inspection and counseling of guard 4 checks per month.
7. Counselling of 10 shunting staff at one and every month.
8. Preparing a list of habitual drinkers and keeping a special watch over them.
9. Safety seminars per month.
10. During inspections lists should be prepared indicating the following.
  - i) Short comings noticed.
  - ii) Item of ignorance.
  - iii) Safety precautions ignored.
  - iv) Short cut methods used.
11. Attending accident sites and accident enquiries.
12. Proposal for innovation/system improvement per month.
13. Any other work as desired by Sr.DSO

### **DUTY LIST OF SAFETY COUNSELLOR/C&W**

1. Super check of rakes intensively examined within the division. 8 goods loads and 4 M/E rakes to be checked per month at different locations.
2. Checking of BPC's of goods trains originating on division with actual brake power available on train. Goods train to be checked per month at different locations.
3. Examination of close circuit rakes after termination and before origination at the maintenance depots. 4 rakes per month.
4. Check of brake power of through passing trains. 8 goods trains and 4 M/E to be checked per month at different locations.
5. Checks of SLR equipments such as fire extinguishers, PCP sets, Electric kit box, first aid box, vacuum gauge etc. 8 checks to be conducted per month at different locations for originating through trains on the division.
6. All ARME/ART rolling stock to be checked once in three months.
7. Super checks on sick line out turn 2 checks per month for wagons and coaches.
8. Night inspection of working place. 2 night per month.
  
9. To make out a list of important tool and plant items which are either not available or not in working order in yards, sick lines, platforms and washing lines.
10. Counselling of gateman to make them conversant with method of detecting hot axles, Bearing spring broken or any other hanging part. 8 gatemen to be counseled per month on the any one section.
11. During inspections lists should prepared indicating the following
  - i) Short comings noticed.
  - ii) Item of ignorance.
  - iii) Safety precautions ignored.
  - iv) Short cut methods used.
  
- 12 Attending accident sites and accident inquiries.
13. Any other duty directed by Sr.DSO.

### **DUTY LIST OF SAFETY COUNSELLOR/Signal**

1. Covering 8 stations per month by push/motor trolley in the sections.
2. Footplate inspection of the same section each month before and after the push motor trolley inspection.
3. Inspection of stations for the following items.
  - i). Testing of signals, points, lever frame, SM's slide control frame and block instruments.
  - ii) Double locking of relay rooms, cabin basements and checking of records.
  - iii) Points and crossings including point motors.
  - iv) Locking and sealing arrangement of all S&T gears.
  - v) Work sites and safety precautions.
  - vi) Disconnection and reconnection memos.
  - vii) Testing of PCP sets and telephones in cabins. Etc.
  - viii) Repeaters.
  - ix) Voltage checking of signals.
  - x) Founts and wick holders.
  - xi) Motor/push trolley competency available with staff.
4. Inspection of panel stations.
5. Inspection of level crossing gates both Engg. As also interlocked traffic gates.
6. Checking of competency certificates for ESMs and MSMs.
7. Night inspection of MSM/ESM Hd.Qrs. having shift duty (2 night per month)
8. During inspections lists should be prepared indicating the following.
  - i) Short comings noticed.
  - ii) Item of ignorance.
  - iii) Safety precautions ignored.
  - iv) Short cut methods used.
9. Attending accident sites and accident enquiries.
10. Any other work as desired by Sr.DSO/