**The Site/Subsidiary Main Safety Regulations**

|  |
| --- |
| Objectives:  At the end of the module, participants:   * Will know the main safety regulations of the site/subsidiary. |

**This sequence is to be built locally. To this end, 2 options are available to you:**

* **either a local (or division) training exists and meets these objectives. In this case, it can be used instead of this module. This module may involve site/subsidiary induction.**
* **if this is not the case, you must build your own training session by following the suggestions below.**

**This document contains content suggestions and educational activities to achieve the goals of this module.**

|  |  |
| --- | --- |
| Key elements | Support/activities |
| The site/subsidiary's specific safety regulations are… (to be listed by the participants) | Site/subsidiary regulations  Site/subsidiary induction  + the SGR (Safety General Regulation) of the site/subsidiary |
| The safety regulations determine a site/subsidiary's operation and everyone's activities. |  |

**Estimated duration:**

2 hours including a site visit.

Alternative: distribute and use the SGR (Site/subsidiary General Regulation) as a support (if it exists).

The visit scheduled in this module can be linked in with those in TCAS 3.3 and TCAS 2.7, "Action to be taken in the event of an emergency".

**Teaching method recommendations:**

In-class presentation. Or in the case of induction (if it meets the objectives) then questions are answered by a local manager.

1. Pre-requisite modules for the sequence

* Full TCG
* TCAS 1

The participants will have already looked at the site/subsidiary's HSE roadmap, presented by their General Manager, as well as the main risks.

The purpose of this module is to ensure that participants are aware of the site/subsidiary's main safety regulations.

1. Preparing the sequence

Before beginning this module, we recommend you ensure:

* that you have enough copies of the SGR or the main safety regulations for participants.

1. Suggestion for sequence roll-out

Instructions legend for the trainer:

* Comments for the trainer
* Key content elements
* **Type of activity**
* *“Question to ask”/statement of instructions*

| **Phase/Timing** | **Trainer** | **Module content suggestion** |
| --- | --- | --- |
| 1. Introduction and objectives  10 minutes | **Welcome participants and present the module objectives.**  The purpose is to introduce yourself and to make you aware of the site/subsidiary's main safety regulations, which apply to everyone.  **Start by asking the participants:** “What are the site/subsidiary's specific safety regulations (primarily documents or practices) that you have looked at since you arrived?”  **Organize a discussion,** listing the points on the board. | Example of an objectives overview slide:  At the end of the module, participants:   * Will know the site/subsidiary's main safety regulations. |
| 2. The site/subsidiary safety regulations  10 minutes -> 20 minutes | The aim of this sequence is to present the site/subsidiary's safety regulations.  To do this, starting with the site/subsidiary's H3SE roadmap, **present** a slide with the list of site/subsidiary regulations (those which apply to everyone).  (Do not forget to mention the prevention plan if it applies to your site/subsidiary) | Slide with the main regulations:  1/ The regulations in place. The objectives/purposes of each regulation (to offset the risk etc.)  2/ The resultant safety processes specific to the site/subsidiary  3/ The point of contact for any safety-related questions. |
| 3. Become acquainted with the major safety regulations.  15 minutes -> 35 minutes | The aim of this sequence is to study, in more detail, certain major safety regulations or the SGR.  To do this:  **2 options for the workshop:**   1. Either read the key regulations, asking participants to raise the key points (1 regulation per group), then debrief at the end. 2. Or read the SGR. The trainer then asks participants for the main key points that they have retained.   **Pop quiz.**  Then, at the end, to reinforce the core information, ask simple questions to ensure that the main points are understood (alarm code, PPE, assembly point, infirmary, fire department no., traffic, accident-inducing substances).  Note the answers on the board. |  |
| 4. Site visit  1 hour -> 1 hour 35 minutes | **Can be part of the site visit scheduled for TCAS 3.3 and TCAS 2.7,** “Action to be taken in the event of an emergency”.  The aim, for this module, is to organize a **site visit**, to clarify the safety regulations seen in the classroom (restrictions, guard post, etc.). |  |
| 5. Quiz  20 minutes - > 1 hour 55 minutes | **Quiz**  On returning to the classroom, **organize** **a module validation quiz**. This MCQ was designed to preserve the results (if it is the site/subsidiary's policy).  Check the answers in class by going over the quiz questions. Ask everyone for their answer to each question. Correct where answers are incorrect.  **(Organize** the signing of the SGR, if this is the case on-site).  Thank the participants and conclude. | Slide with the quiz questions. |