**The PPE (Personal Protective Equipment) On-site**

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| Objectives:  At the end of the module, participants:   * Will know the site/subsidiary's obligatory PPE (including specific PPE), * Will understand why they are needed and in which situations they must be used. |

**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.**

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| Key elements | Support/activities |
| Specific PPEs are obligatory depending on the situation |  |
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**Estimated duration:**

40 minutes.

The visit in this module is to be linked with those in TCAS 3.3 and TCAS 2.7, “Action to be taken in the event of an emergency”, to ensure that the participants have adequate PPE.

Additionally: schedule a demonstration on how to use the PPE if necessary (cartridge respirator)

**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 the feedback used at the beginning of the sequence is available (have it in mind, as well as the printed documents if needed, etc.),
* that the equipment is available if a demonstration is needed.

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** |
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| 1. Introduction and objectives  5 minutes | **Welcome participants and present the module objectives.**  The aim is to introduce yourself and for you to know the PPE on-site.  Clarify that the PPE is for individuals and that, most of the time, collective protection measures are in place and should be followed. | Example of an objectives overview slide:  At the end of the module, participants:   * Will know the site/subsidiary's obligatory PPE (including specific PPE), * Will understand why such equipment is needed and in which situations it must be used. |
| 2. An actual situation  5 minutes -> 10 minutes | The aim of this sequence is to help participants understand the importance of the PPE on-site.  To do this:  - **present** one or more pieces of site/subsidiary feedback (accident, incident, etc.) linked to incorrect use or failure to use PPE.  - Then ask:  *“What lessons can you take away from this?”*  (Expected answer: if PPE was worn, this would not have happened). | Slide: Site/subsidiary feedback on an accident related to failure to wear PPE: |
| 3. Site/subsidiary PPE.  5 minutes -> 15 minutes | The aim of this sequence is to know the PPE used on the site/subsidiary and the hazards they are supposed to protect against.  To do this, present them (PPE, hazards and areas concerned). | Slide: PPE, hazards and areas concerned. |
| 4. Practicalities  5 minutes -> 20 minutes | The aim of this sequence is to know all of the PPE-related practicalities (provision, who to ask/collect the equipment from, the expiration date (if necessary), etc.).  Also specify that additional PPE can be added to the work permit. | Slide: on PPE-related practicalities  Slide with work permit. |
| 5. Exercise  10 minutes -> 30 minutes | **PPE Exercise**  The aim of this sequence is to help participants learn when to wear PPE.  To do this, use a slide to present typical activities (using pictures, photographs), and ask participants what PPE should be worn in that situation.  Have the other participants correct if necessary. | Slide with typical activities |
| 6. Visit preparation  5 minutes -> 35 minutes | List the points which will be looked at during the visit. And complete them with points that the participants also wish to check.  For this module, this involves, at a minimum:   * Danger zones with relevant adapted PPE, * One or two valid work permits with specific PPE. |  |
| 7. Quiz  5 minutes -> 40 minutes | Organize a **round table discussion**, letting participants answer the following questions:   * *Which activities will you have to carry out?* * *What PPE you will need?* * *Do you have them already? Are they in good condition?*   Thank the participants and conclude. |  |