**The Site/Subsidiary's "Problematic" Golden Rules**

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| Objectives:Following a quick reminder of the Group's golden rules, at the end of the module participants:* Will know the golden rules which the site must use to move forward
* Will know the measures implemented to do this
* Will understand the general part they will have to play and the following: “I am a part of the strict application of the golden rules, for me and for the others”
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**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 |
| The site/subsidiary's golden rules, the implementation of which must be improved, are: XXXXXX. | Reminder of the site/subsidiary's HSE roadmap |
| The measures introduced for this are: XXXX |  |
| You are expected to comply with the golden rules and the action plan, by being exemplary. |  |

**Estimated duration:**

30 minutes.

**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 + the 12 Golden rules e-learning modules.
* TCAS 1
* If required, begin this sequence with the TCG 5.1 module.

The participants will have already looked at the site/subsidiary's HSE roadmap, presented by their General Manager, as well as the main risks. They had to follow the Golden rule e-learning modules.

The purpose of this module is to present the site/subsidiary's golden rules that require improvement.

1. Preparing the sequence

Before beginning this module, we recommend you ensure:

* that participants have fully completed the e-learning on the 12 golden rules.
* that the slide on the site/subsidiary's problematic golden rules is up to date.
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 objectives3 minutes | **Welcome participants and present the module objectives.** The aim is for you to know the site/subsidiary's golden rules for improvement and the actions in place to be followed. | Example of an objectives overview slide:At the end of the module, participants:* Will know the golden rules which the site must use to move forward
* Will know the measures implemented to do this
* Will understand the general part they will have to play and the following: “I am a part of the strict application of the golden rules, for me and for the others”
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| 2. Reminders7 minutes -> 10 minutes | The aim of this sequence is to remind participants of the golden rules, and the link with the site/subsidiary HSE roadmap and the golden rules to be reinforced.To do this:- **Ask** participants: *“Who can remind us of the golden rules, what they are? And what the site/subsidiary HSE roadmap talks about with regard to the golden rules?”*- **Present examples** of accidents and incidents related to non-compliance with the golden rules on-site (present the summary of the golden rules that are the most difficult to apply on-site, starting with the feedback base and work authorization/work permit audit) | Slide: Site/subsidiary feedback related to non-compliance with the golden rules. |
| 3. The golden rules that the site/subsidiary must use to move forward and specific measures put in place.15 minutes -> 25 minutes | - Present the summary on what is expected/measures put in place on-site.**-** Ask**:** “how can you personally contribute to these actions?”Organize a **round table discussion**, during which everyone has a chance to speak.- Present a **summary** of the key role expected, illustrating examples.Thank everyone**.** | Slide: site/subsidiary problematic golden rules and actions in place.Slide on the key role, at a minimum:- I respect and I do not accept deviations, and to be the driving force in actions taken. Illustrate using examples.- Leading by example Each of us must set an example as regards the implementation of and adherence to these measures on problematic golden rules. |