**HSE technical standards and associated tools**

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| Objectives:  At the end of the sequence, participants:   * Will know how the site/subsidiary HSE technical standards are made up. * Will understand the link between the site/subsidiary HSE management system and “MAESTRO”: regulations, processes and responsibilities. * Will be able to use the aspects of the site/subsidiary's technical standards that are essential to their profession. * Will be able to convey the objectives and key requirements of the main regulations. |

**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.**
* **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 |
| MAESTRO is the “framework” of the site/subsidiary's HSE management system |  |
| The site/subsidiary's activity is organized in the form of regulations and processes (stating responsibilities), called the site/subsidiary's HSE management system. This is comprised of XXXX regulations and XXX processes (depending on the site/subsidiary). | Research workshop on the site/subsidiary's technical standards |

**Estimated duration:**

1 hour in the classroom.

**Teaching method recommendations:**

The first 20 minutes is intended to explain how MAESTRO is the “framework” that defines the HSE management system of the subsidiary/site.

The second part of the workshop on the branch/subsidiary/site's technical standards (40 minutes) is intended show participants how to use the technical standards. To achieve this objective, it is important that, as far as possible, the participants themselves research by either using a computer individually or in groups, or a participant researches from a single station and distributes it online.

1. Pre-requisite modules for the sequence

* Full TCG
* TCAS 1
* TCAS 2

1. Preparing the sequence

To prepare this module, we recommend you:

* select the regulations (minimum of 3) on which you wish to work (typically: anomaly and incident reporting, work permit regulations, HSE training, etc.) and on MAESTRO processes.
* ensure that there is access to the intranet and the right number of computer workstations are available.
* if possible, so that the sequence makes complete sense, you can have one or two processes presented by their respective “champions”. If this is the case, we recommend you ensure that the champion is forewarned and will be available during the module.

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 objectives of this module. | Objectives overview slide:  At the end of this module:   * You will know how the site/subsidiary HSE technical standards are made up. * You will understand the link between the site/subsidiary HSE management system and “MAESTRO”: regulations, processes and responsibilities. * You will be able to use the aspects of the site/subsidiary's technical standards that are essential to your profession. |
| 2. Why a site/subsidiary management system?  15 minutes -> 20 minutes | **Question the participants:**  *“You previously discussed the central HSE organization and MAESTRO. Who can remind us what MAESTRO is and what it is used for?"*  *“Do you think that MAESTRO is sufficient to ensure that the HSE conditions it describes are effective on-site?”*  Be helpful: discuss with participants what they think is essential on-site to make the MAESTRO principles effective (i.e. regulations that can be developed on-site)  Summarize using the "MAESTRO" slide  Present the aspects that constitute the site/subsidiary management system using the next slide. | Example of content: “MAESTRO” slide  MAESTRO is the “framework” that builds a site/subsidiary management system.  It is comprised of:   * Regulations, which define the requirements and recommendations specific to the site/subsidiary, * Processes, which define the activities to be carried out to ensure compliance with the regulations, * Responsibilities   Each site has its specificities and its management system is determined in line with these. MAESTRO ensures that each site/subsidiary has a management system that states each principle and ensures their effectiveness on-site.  Slide for the site/subsidiary HSE management system |
| 3. Aspects of the site/subsidiary management system and research workshop on the technical standards.  40 minutes - > 1 hour | **- General presentation of the site/subsidiary HSE management system.**  *“I would now like you to look together at how our site/subsidiary management system is made up.*  *Let us start with the regulations. They are on the intranet."*  On your computer, show the intranet and access to the technical standards (if possible, if each participant has a computer, ask them to access the intranet at the same time).  Present the different document types (regulations, guides and procedures), and clarify their specificities.  *“Let us continue with the processes.”*  If it exists, show them how to access the HSE processes and show an example.  Focus on responsibilities in the processes, saying: “A general manager is allocated to each task. This ensures that activities are carried out as defined, or, if necessary, to quickly identify possible faults."  Present the processes or ask the champions to do so.  **- Research workshop on the site/subsidiary's technical standards.**  Give participants the instructions: ask them to search for and read one or more essential regulations in the technical standards (for example, the regulation on HSE training or anomaly reporting). They will then present the regulation's objective, the type of activity that applies to it and its main requirements. (The participants must have read at least 3 important regulations for the subsidiary or the site).  Organize groups (in pairs, if possible) to research and list the regulations to find then read.  Leave enough time to help with the searches (if needed)  Organize the presentation by the groups of the key points of the regulations.  **- Research workshop on processes.**  If you have the processes described (flow diagram with LACI matrix) in the subsidiary, search these processes, and ask questions such as: “In such a process, who is responsible for such an activity?” (ideally cover the processes related to the regulations looked at previously). |  |
| Conclusion | **Transpose to participants' activities:**  Start a round table discussion:  *“In your case, how will you use the technical standards?*  *For which activities you will rely on MAESTRO?"* | Slide: the technical standards are an essential tool. |