**Knowing the local HSE organization**

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| Objectives:  At the end of the sequence, participants:   * Will know how the HSE service of the site/subsidiary is organized: its role, who to contact, when and for what, its operation. * Will know the HSE role and responsibilities of all Total employees on 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.**
* **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 |
| HSE is not just the responsibility of the HSE department. | PPT presentation |
| The role of the HSE teams:   * To define and develop the SM HSE of the site/subsidiary * To assist you by advising on the preparation of operations * To check the effectiveness of the risk reduction measures * To intervene in the event of an emergency or accident * To act as an expert for risk analyses |
| Do not forget to mention certain functions carried out by non-HSE teams (crisis, etc.) |
| If you manage a team, you are responsible for HSE. |
| All employees are responsible for themselves when it comes to safety |  |

**Estimated duration:**

30 minutes in the classroom.

**Teaching method recommendations:**

The purpose of this module is to understand the site/subsidiary's HSE organization, how its team is made up, and everyone's responsibilities.

The following module (TCAS 3.3) is then used to find the people on the HSE team. It is therefore advised to combine them.

1. Pre-requisite modules for the sequence

* Full TCG
* TCAS 1
* TCAS 2

1. Preparing the sequence

For this module, you will need one paper copy per participant of the site/subsidiary's HSE organizational chart.

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 the organization and the role of the site/subsidiary's HSE teams, and certain functions carried out by non-HSE teams (crisis, etc.) * you will know that HSE is not just the responsibility of the HSE service. * you will know your role as regards HSE. |
| 2. The HSE organization of the site/subsidiary  15 minutes -> 20 minutes | **Present the site/subsidiary's HSE organizational chart**  I would like you to explore the site/subsidiary's HSE organization.  Present the site/subsidiary's HSE organizational chart and specify everyone's roles and liabilities.  When concluding on the organization, emphasize the fact that HSE questions are relevant to all participants:  Please keep in mind that the HSE teams are neither your eyes, nor your hands. They are not there to do your job.  Specify:  If you hold a management position, you also play a role within your team as regards HSE (ensure that their skills and actions comply with the HSE regulations).  Do not forget to mention certain functions carried out by non-HSE teams (crisis, emergencies, etc.)  Then, let participants see a summary table of the operating teams. Explain the roles of each one and those of the participants, if they have any.  To finish, **establish the link** with the following module (site visit), which will allow them to question HSE staff and, if required, to shadow one of them for a day (the details of this activity are given in the TCAS 3.3 module) | Overview slide of the organizational chart  Slide on the role of the HSE teams:   * To define and develop the SM HSE of the site/subsidiary * To assist you by advising on the preparation of operations * To check the effectiveness of the risk reduction measures * To intervene in the event of an emergency or accident * To act as an expert for risk analyses   Precise roles are defined in HSE organization. |
| 3. Quiz to conclude  10 minutes -> 30 minutes | To conclude, do a **quick** quiz by asking **everyone** who to contact:   * *if you have a health problem?* * *if you have a security problem?* * *if you have any questions about an HSE report you are in the process of making?* * *if you are looking for an HSE regulation that you don't know?* * *if you want to know what HSE training sessions are to be completed?* * *if you come across an anomaly?*   As the trainer, **ensure** that the name of the person given by the participants is the right one. |  |