**HSE visit to the site/subsidiary, accompanied by a line manager**

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| Objectives:  At the end of the sequence, participants:   * Will know the specific applications of SM HSE on-site. * Will have met the site/subsidiary's main HSE contacts and will understand their role. * Will be able to convey who does what in terms of HSE. |

**This sequence is to be built locally.**

**This involves organizing a general visit to the site/subsidiary, focusing on certain essential areas for managing risks and emergencies and on meeting key HSE personnel.**

**This visit will be completed over the course of a day, accompanied by a member of the HSE team (shadowing).**

**This document contains suggestions for organizing these activities in order to achieve the module objectives.**

**Estimated duration:**

2 hours to 3 hours 30 minutes (visit) then 2 hours 30 minutes to 4 hours (workshop)

**Teaching method recommendations:**

This module consists of an HSE tour with the participants, at the end of module 3.2. This tour is the opportunity to get to know the members of the HSE team.

It ends with a workshop that conveys who does what.

This visit must be accompanied by participants' N+1 to stress the exemplary conduct of management as regards HSE and to convey the message: “HSE is everyone's business”.

1. Pre-requisite modules for the sequence

* Full TCG
* TCAS 1
* TCAS 2
* TCAS 3.2

1. Preparing the sequence

For this module, you must:

* Ensure that N+1s are available,
* Prepare the HSE tour forms (IGP, Safety tour, etc.),
* Prepare organizational charts of the HSE teams, with photos if possible, for the workshop at the end of the visit.

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. Site visit  2 hours / 3 hours 30 minutes | Announce to the participants that you will take an HSE tour together. The objective is to draw their attention to the HSE behavior to be upheld and to identify the key HSE places on-site.  Start by verifying the PPE.  Check that the participants have all got their golden rules booklet and their Stop Card.  Distribute the HSE tour forms (IGP, Safety tour, etc.), and remind participants of the principles of implementation.  Begin the visit.  Go to see the main members of the HSE teams (typically: the leader of the operating teams, HSE engineers, medic, superintendents, etc.) and ask them to introduce themselves and describe their roles on the site.  Also mention the HSE responsibilities that are not borne by other operational staff, (e.g.: crisis management, MAESTRO process champions, RSES, etc.)  At the end of the visit, make a summary in the classroom with the participants on what they found surprising and interesting. Ask whether they unveiled any anomalies. |  |
| 2. Workshop.  2 hours 30 minutes / 4 hours | Organize the group into pairs and state the principle of the exercise:  *“It involves describing what you retained from the activities of the HSE team members. The objective is for you to be able to say who does what"*  Ensure that it is clear to everyone, and distribute an organizational chart (with photos if possible) of the HSE teams.  Share it on the board.  Organize discussions between groups, so that the activities are described as accurately as possible, then complete if needed. |  |
| 3. Shadowing | Lastly, if the company allows it, plan a shadowing day and provide instructions on what the participant will have to do during this day:  Follow the manager in all of their actions, question them on their role, if possible assist them in HSE tasks and finally, explain their "field" sheet.  Ensure that the instructions are clear and schedule a collective debriefing date, specifying that everyone will talk about the person that they shadowed.  Finally, clarify the roll-out of the debriefing:  The debriefing consists of talking about how the “shadowing” day went and explaining the field sheet of the employees shadowed to the other participants and the trainer. Everyone will have between 10 and 15 minutes to make their presentation. | **The "Field" sheet:**   * What is their mission (what are they responsible for)? * What are their main functions and activities? * What are their objectives (what results must they achieve within a given time)? |
| 4. Debriefing on shadowing  10 to 15 minutes per participant | On the scheduled date, ask participants to present the person they shadowed.  This presentation can be made in several ways (a spoken presentation using a Powerpoint, for example) but must contain the information in the completed field sheet. |  |