**Specific HSE activities**

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| Objectives:  At the end of the sequence, participants:   * Will know all of the specific HSE activities for their site/subsidiary * Will have experienced and took part in some of these activities: IGP, HSE team meetings, etc. |

**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.**

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| Key elements | Support/activities |
| The specific HSE activities are derived from the Site Management System and allow for physical contact. |  |
| During this module, talk a little about safety using a safety anecdote from everyday life (accompanied by the trainer) |  |
| For each one, the execution is as follows:   * For what? * Operating principles * Who takes part in it? When? * What is the participant involved in? |  |
| These activities are formalized as site/subsidiary procedures: Reference XXX | Site/subsidiary procedures associated with each activity |
| Each participant has followed and taken part in at least 2 activities. Finally, once all the activities are undertaken, a debriefing report is to be organized with the XXXX or N+1. | A paper document for:   * Noting the activities in which they took part. * The main points to check for each one.   Listing and writing questions/notes taken as they go along. |
| If an exercise takes place on your site/subsidiary, you must take part in it and follow the instructions. |  |

**Estimated duration:**

2 hours in the classroom + 1 to 2 days on-site

**Teaching method recommendations:**

* Presentation of the tools in the classroom - Participation in HSE activities (1 to 2 days spread out over more than one week) + debriefing.
* The classroom part of this module as well as the debriefing can be combined with TCAS 4.3.
* After presenting these activities, the local manager must organize for newcomers to participate in at least 2 specific activities on the site/subsidiary in order to validate the module within a month of their arrival.

1. Pre-requisite modules for the sequence

Full TCAS 1, TCAS 2 and TCAS 3.

1. Preparing the sequence

Before beginning the module, we recommend you prepare your content by indexing all the specific HSE activities (Safety Tour or IGP, committee HSE site, toolbox talk, audits, team meeting, HSE talks, field assessment…) and by organizing new arrivals to participate in these activities.

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. Welcome and presentation of the objectives   5 minutes | **Present the objectives of the module** | At the end of the sequence:   * You will know all of the specific HSE activities for the site/subsidiary * You will have experienced and took part in some of these activities: IGP, HSE team meetings, etc. |
| 1. Presentation of the HSE activities   2 hours | **Presentation**  Begin by specifying that the HSE activities that this module deals with are practical tools that are part of the Total and Site/Subsidiary Management System  Present each of the activities, and for each of them: intent/purpose, methods of approach, key points, deliverables and associated procedure.  **Getting started with site documents**  Distribute the documents to participants (2 activities per participant), and give them time to read the procedures.  Comment on the key points of the documents and ask:  *"What are the objectives of activity X?*  *How would you describe its roll-out?"*  **Safety Moment**  - **Remind them** what a Safety Moment is (*consists of sharing a safety event that we faced at one point in our lives, sharing it at the beginning of the meeting and explaining what you personally draw from it as lessons/decisions, etc.).*  - **Remind them** how this practice is widespread on your site (at the beginning of the meeting).  - **Give them** an example.  - Then **ask** participants if they have one to share.  Congratulate participants and thank them. | Examples of activities: Safety Tour or IGP, committee HSE site, toolbox talk, audits, team meeting, HSE talks, field assessment, etc. |
| 1. Real on-site testing of the tools   1 to 2 days, spread out over more than one week | **Field testing**  With each participant, select two HSE tools to be tested (except the HSE audit/visit, work permit audit/work compliance audit, Safety Moment)  Present the checklist to be completed during the field test to help them create their discovery report.  Organize the integration of participants into HSE activities  Draw their attention to particular points. Be very careful not to make them “hated inspectors”  Plan a date to carry out a debriefing, at least a week after the launch of the on-site exercise.  Start the exercise.  On the scheduled date, once the tools have been tested, ask each participant to present their discovery reports to the class. | **Discovery report proposal**  What surprised you the most when you took part in the event?  What were the strong point(s) that surprised you most?  What were the most unexpected weak points(s) for you?  What are your suggestions for improving these weaknesses? |
| 1. Summary   10 minutes per participant | **Summary**  Each participant presents, in 10 minutes:  - specific activities on which they worked  - the most outstanding points (positive or negative)  - the summary of their document. |  |