**Everyone is responsible for HSE on their own level (it is not the role of the HSE teams)**

|  |
| --- |
| Reminders of this module's objectives:  At the end of the sequence, participants:   * Should understand what safety culture means and what that means at Total * Should know their role: to make decisions in compliance with and based on the regulations and instructions from management. |

This document is the trainer guide. You can follow it because it contains all of the elements that will enable you to lead such a module, namely the instructions for exercises, accompanying Powerpoint references and/or various resources such as films, e-learning, etc., the questions to ask participants, the exercises to be completed if necessary.

**Estimated duration:** 1 hour

**Teaching methods:** e-learning module (30 minutes) thendebriefing

**Prerequisites:** TCG 4.1

Important points for preparing the sequence:

Before beginning this module, we recommend you ensure that:

* the “Culture of Safety” e-learning module is accessible.

**Welcome the participants:**

Welcome to this module.

To start with, let's look together at the objectives of this module and how it is rolled out. As you will see it, this module relates to everyone's HSE responsibilities in accordance with Total's safety culture.

This module is broken up into two sections: following the “Culture of Safety” e-learning module then discussing the key points to retain.

**Show slide 2.**

**Ensure that the contents are clear to everyone.**

**Answer any potential questions.**

Ready?

**Wait for a yes to start.**

We will now look at this e-learning module together. It forms part of the Safety Academy, which is a resource space for all types of safety support, which you may consult at any time.

**Show slide 3.**

This e-learning module focuses on Safety Culture.

In your opinion, what exactly do you understand by “Safety Culture”? If you had to define it, what would you say?

**Let participants reflect.**

**Organize a round table discussion, noting the various points on the board.**

**Thank participants and in summary, say that the answer is contained in the e-learning module.**

**Show slide 4.**

**5 minutes** **00:05**

During this e-learning module, I would like you to note all the points that you think are important. We will return to this at the end.

**Go through the e-learning module to the end (30 to 40 minutes).**

**As the trainer, click to roll out the sequences.**

**When there are questions on the screen, ask participants for their answer. Then click on the answer that gains the greatest consensus.**

**Do not roll out the quiz.**

**40 minutes** **00:45**

Let us return to the definition of Safety Culture. What would you say?

**Note the answers on the board.**

**Direct them towards the definition on slide 5 and show it.**

**Ask a participant to read it.**

What do you remember about the different types of Safety Culture? What are the 4 types you noted?

**Let participants answer, list the 4 types of cultures and ask for some characteristics.**

**Show slide 6.**

What type of culture corresponds to the following definition:

**Show slide 7 and let participants respond.**

**If needed, reinforce a little with the participants: although procedures are used, how is employee commitment?**

**(Answer: managerial culture - click to show the answer)**

**Show slide 8 and let participants respond.**

**If needed, reinforce a little with the participants: should there be a discussion between people in the same profession, how is employee commitment? Strong but management is relatively absent. So?**

**(Answer: corporate social culture - click to show the answer).**

**Show slide 9 and let participants respond.**

**(Answer: fatalistic culture - click to show the answer).**

**Show slide 10 and let participants respond.**

**If needed, reinforce a little with the participants: HSE responsibility is shared by employees and managers.**

**(Answer: integrated culture - click to show the answer).**

Now that the definitions are clear to everyone, let's take a few moments to list the advantages and disadvantages of “regulated” safety or managerial culture, with a management system, i.e. the regulations.

And those from the “Corporate” safety culture, in which people exchange best practices to move forward and establish a common approach.

**Show slide 11.**

Let us start with Corporate Social Culture. Imagine an industry in which all safety information is shared between colleagues. What would the advantages be?

**List the advantages on the board (strong shared culture because everyone does the same thing and there is significant involvement from employees, not too much training required, very practical and operational)**

**Then the disadvantages (very field-oriented, few hard copies, etc.).**

**Thank everyone.**

Let's move on to Managerial Culture and its advantages.

**If required, ask a participant to reinforce what that represents for them.**

**Then list the advantages on the board (many tools and procedures are available and used by people, tools for all possible scenarios, etc.)**

**Then the disadvantages (this system is rather Top-down and is not always sufficiently anchored in the realities of the field).**

**Thank everyone.**

Now we have looked at the advantages and disadvantages of the two cultures, what do you think is most interesting? Which was chosen by Total?

**Let participants answer, emphasizing the idea of the complementarity of each culture with regards to the other.**

Total has chosen to target the advantages of the two previous cultures, i.e. the integrated safety culture.

**Show slide 12.**

It is based on heavy involvement from all employees and strong leadership from management. It is a culture of sharing, of discussion. For example, it is characterized by the fact that:

* the employees highlight problems and anomalies without fear of penalties,
* the regulations are clear and defined, shared, worked out with stakeholders,
* unacceptable behaviors are then flagged by colleagues and “corrected”.

It is also characterized by the importance it gives to controlling the most significant risks in the business and therefore those that are adapted and present.

**Show slide 13.**

**10 minutes** **00:55**

As previously mentioned, this integrated safety culture requires heavy involvement from everyone, at all levels. Safety is everyone's business, it rests on each of us. The HSE teams are there as a support but safety does not rest solely on them.

This is the reasoning behind the “for you, for me, for all” campaign.

**Show slides 14 to 17.**

**5 minutes** **01:00**

Do you have any other questions about this module?

**Answer any questions**

**Thank the participants**