**The Golden Rules**

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| Reminders of this module's objectives:  At the end of the module, participants:  - will know the Group's 12 golden rules and understand the significance of their use,  - will understand that it is a major aspect of the Group's safety value,  - will successfully pass certification tests for the “Positions and postures” regulation. |

This document is the trainer guide. You must follow it because it contains all of the elements that will enable you to lead such a module, namely:

* instructions for the exercises,
* references to the accompanying Powerpoint and/or various resources such as films, e-learning, etc.
* questions to ask participants,
* exercises to be completed, if necessary.

**Estimated duration:** 01:20

**Teaching methods:** In-class presentation and e-learning module on one of the 12 golden rules (“Positions & Postures”).

**Prerequisites:** none.

Important points for preparing the sequence:

Before beginning to teach this module, we recommend you ensure that:

* you have a sufficient number of Golden rule booklets available
* access to the e-learning module is available and you have one computer per person.

During the courses and after this module, participants will have to complete all of the e-learning modules on the 12 golden rules. It is important to take the time, in this module, to complete rule 3, “positions and postures”, so that the participants are certified on one rule and that they understand the aim of e-learning, as well as to mitigate any potential difficulties which the participants could encounter thereafter.

**Welcome the participants:**

Welcome to this module.

Before beginning, let's look together at the objectives of this module and how it is rolled out.

**Show slide 2.**

The objective of this module is to introduce you to TOTAL's golden rules and their aim. They are simple, practical rules. There are 12. We will look at why the Total Group established these golden rules. Then we will review them.

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

**Answer any potential questions.**

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

**Sequence 1:**

***The aim of the sequence:*** *participants should understand that the 12 golden rules are in response to accidentology, and that everyone must know them and apply them.*

Before going into the rules themselves in detail, I would like you to look at the introduction by Total's CEO, which introduces the Golden Rules booklet.

**Distribute the Golden Rules booklet to each participant.**

**Ask a volunteer to read the text aloud, then:**

Are there parts of this text that you do not think are very clear, that need clarification?

**If questions arise, rephrase the question and ask the participants to provide an answer.**

**Ask participants to summarize this text and help them if needed:**

1. **The golden rules are in response to accidentology**

**2. They must be strictly respected by everyone to prevent accidents**

**3. Failure to comply with the golden rules can lead to penalties.**

**15 minutes** **00:20**

**Show slide 3.**

Here are the 12 golden rules. They involve and apply to all branches, subsidiaries, sites... and cover all activities carried out by the Total Group.

We will review them one by one. If you have a question at any point, do not hesitate to let us know, and we will try to answer it together. It is important that everything is very clear to everyone.

Before looking at them, two figures to keep in mind.

**Show slide 4.**

**Solicit feedback and allow participants to answer (without requiring a response from everyone), then summarize and link to the next sequence.**

Let us look at the rules.

**Each participant reads out a rule, one after the other, from the slide (slides 5 to 16).**

**For each rule, thank the reader and ask the other participants to summarize:**

In a couple of words, what do you understand/wish to retain from this golden rule?

**If questions arise, rephrase the questions and ask if anyone in the group is able to provide an answer. Only respond if no one else does, or if answers require clarification.**

Finally, as these are rules, and we have talked about a policy of appropriate rewards and penalties, you should be aware that breaking the golden rules has consequences.

**Show slide 17 and remind participants that these golden rules are essential to ensure everyone's safety and that is why breaking them will lead to penalties.**

**20 minutes** **00:40**

To conclude, I would like to go around the table, and I want everyone to explain which rule they see as most important to their profession and why. This will also be an opportunity to review some of the rules that could cause difficulties in day-to-day work.

I'll leave you 5 minutes to think about that using your booklet, then we will start the discussion.

**Write the questions on the board:**

**“Which golden rules do you think are most important in your line of work?**

**Which golden rule(s) may pose difficulties in your day-to-day work?"**

**Leave 5 minutes for participants to think about the questions and begin the round table discussion. Each participant must answer the two questions.**

**10 minutes** **00:50**

**Sequence 2:**

***The aim of the sequence:*** *participants should know that they must complete the 12 e-learning modules, know how to do it, and complete the e-learning on the “Positions & Postures” rule.*

To ensure that everyone knows the 12 golden rules, the TOTAL Group has established 12 e-learning modules, which each employee must pass successfully.

**Explain the idea of certification through e-learning modules:**

**It is necessary to have followed and passed the 12 e-learning modules in the HSE integration curriculum. Each e-learning module ends with a quiz.**

**Explain how to access the 12 e-learning modules.**

**There are 2 possible options:**

* **Participants are free to complete the e-learning modules whenever they want.**
* **Or if you think it is important that they be technically supported during the modules, plan the sessions accordingly.**

**If possible, complete the e-learning module on rule no. 3, “positions and postures”, in the classroom.**

So that you are aware of what is involved, I suggest you start now with the e-learning modules on rule 3.

**Leave the participants to work independently. Help only with technical difficulties. (logging in, browsing to the module, etc.)**

**When each participant has finished:**

* **debrief them quickly,**
* **answer any questions or ask whether they encountered problems when completing this e-learning module,**
* **emphasize that from now on it is their responsibility to complete the 11 remaining e-learning modules,**
* **ask how they want to complete the 11 others: independently or during scheduled sessions.**

**Plan the sessions if necessary.**

Thank everyone for attending.

**30 minutes** **01:20**