**Office Accidents**

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| Reminders of this module's objectives:At the end of the module, participants:* Will know the main risks related to their daily activities in offices and during journeys.
* Will know the rules of the road.
* Will be able to tell the difference between good and bad behaviors in the office, and during journeys.
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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:** 01:20

**Teaching methods:** In-class presentation.

**Prerequisites:** E-learning on golden rule no. 2: traffic.

Important points for preparing the sequence:

Before beginning this module, we recommend you ensure:

* you have a sufficient number of “My Health and Safety at Work” booklets for the participants (one per participant).
* you have one copy per participant of the “Risk Situations” illustration.
* if the site/subsidiary has 2-wheeled vehicles, plan some time to talk about their use. Present the risks related to traveling on 2-wheeled vehicles and the precautions to be introduced.

**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.**

We will look together at which risks are related to office activities and which behaviors to adopt to cope with these risks, including during journeys, when arriving and leaving the offices.

**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 risks related to office activities are: trip hazards, electrical risks, health-related changes when working in front of a screen and handling risks.*

Let us start with the risks related to activities in the office.

**Show slide 3.**

Here is a scene containing hazardous situations in an office. I would like you to divide into pairs and to identify as many situations as you can, and to deduce the risk linked to it.

**Let participants organize themselves into pairs.**

**Write the instructions on the board and make sure that the instructions are clear to everyone.**

**The groups have 30 minutes to:**

* **identify as many hazardous situations as possible**
* **deduce the related risks**

**After 30 minutes, organize a discussion during which the groups can present the hazardous situations and associated risks that they have found. List the risks one by one on the board.**

**At the end of the discussion, when the groups have given their answers, reveal the situations on the slide (click to make them appear), thank the participants, then present slide 4 on the TOP 5 risks in the office.**

**Specify that the handling risk will be explored in more depth in an additional module.**

**Ask what kind of precautions the participants would introduce to deal with the risks (take the 5 risks 1 by 1). List them on the board.**

To deal with these risks, I would now like you to explain (together) the precautions that may be related.

**Show the 3 slides (slide 5, 6 and 7), asking a participant to read aloud each slide.**

**If there are any questions, first ask the group to answer. Only answer or clarify if the group is not able to do it.**

Now that we have looked at the precautions, I would like you to divide into pairs and list 5 good behaviors and 5 bad behaviors in everyday life (behaviors you have already observed, that seem dangerous to you in the office).

**Leave 5 minutes, then ask each group to share their 5 good and 5 bad behaviors.**

**Once finished, to summarize, present slide 8 and transpose by organizing a quick round table discussion:**

What about you? What is the connection between what we have just seen, precautions, good behaviors, and your own day-to-day activity?

**As participants answer, specify:**

What risks concern you directly?

What actions will you introduce on returning to your office to limit these risks?

**Go around the table quickly.**

**60 minutes** **01:05**

**Sequence 2:**

***The aim of the sequence****: participants should understand that the risks associated with office activities also include commuting to and from the office.*

I would like you to move on to the risks related to journeys (thus home/work).

**Specify the scope:**

* **the journeys relate to traveling by car**
* **walking**
* **the driving-related risks are subject to special training at Total.**

**All participants have followed the e-learning on golden rule no. 2: as a reminder, show slide 9 on golden rule no. 2, then ask if they have comments on this e-learning (difficulties in application, lack of clarity on particular points, or just a general comment.)**

**Respond to any questions, then establish the link with the game by explaining that you will be able to see if the risks have been understood using a game.**

I would like you to play a game on this golden rule on traffic.

**Show slide 10 and ask everyone to identify the 7 errors which are shown in this illustration.**

* **1 Speed**
* **2 Telephone at the wheel**
* **3 Unsecured equipment**
* **4 Detached number plate**
* **5 Parking inappropriately**
* **6 Passenger not wearing a seatbelt**
* **7 Too many passengers**

As before, I would now like you to list the good and bad behaviors during journeys to and from the office.

**Organize the same workshop as before by asking participants to divide into pairs and to list 3 good and 3 bad behaviors.**

**Leave 5 minutes, then organize a round table discussion to share answers.**

**Once finished, thank participants then distribute the “My Health and Safety at Work” booklets for participants to read pages 4 and 5, highlighting the behaviors which they now wish to introduce.**

**Leave 5 minutes, then show slides 11 and 12 “Golden rule no. 2 applied to office activities” and ask a volunteer to read them aloud.**

**Thank the volunteer, ask if it is clear to everyone, answer any questions and then organize a round table discussion to allow everyone to give one or two actions that they want to put in place.**

**If the site/subsidiary has 2-wheeled vehicles, plan some time to talk about their use on the site. Present the risks related to traveling on 2-wheeled vehicles and the precautions to be introduced.**

**Thank everyone.**

**15 minutes** **01:20**