**Golden Rules (On-site Exercise)**

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| Objectives:  At the end of the module, participants:   * Will have deepened their knowledge of the golden rules, having identified situations in which they are respected (or not respected) on-site. * Will have debriefed with their N+1 on the difficulties encountered. |

**This sequence is to be built locally. To this end, 2 options are available to you:**

* **either a local (or branch) 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.**

**This document contains content suggestions and educational activities to achieve the goals of this module.**

**Estimated duration:**

1 hour in the classroom to present the on-site exercise

The participants' on-site exercise is spread out over one session (to be determined) within the framework of their HSE integration curriculum.

1 hour in the classroom for the debriefing, preferably at the end of the integration course.

**Teaching method recommendations:**

On-site exercise independently after briefing.

Debriefing at the end of the on-site exercise with N+1.

1. Pre-requisite modules for the sequence

* TCG 5.1
* Golden Rules e-learning modules.
* TCAS 2.6
* TCT 2.2 (Accidents linked to violation of the golden rules)

1. Preparing the sequence

Before beginning the module, we recommend you:

* select the 3 most relevant golden rules for the site/subsidiary,
* identify on-site works and activities (from the site/subsidiary schedule) that the participants will be able check on-site,
* have copies of this schedule to distribute to the participants,
* formalize the activities to be carried out,
* brief participants' N+1s on the roll-out of the site exercise and what is expected of them (discuss with participant(s) before the debriefing).

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. Introduction and objectives  5 minutes | **Welcome**  Welcome participants and present the objectives of the exercise and how it is to be rolled out. | Example of an overview slide for the objectives and roll-out:  At the end of the sequence, you:   * Will have deepened their knowledge of the golden rules, having identified situations in which they are respected (or not respected) on-site. * Will have debriefed with your N+1 on the difficulties encountered.   This on-site exercise is rolled out in three stages:  1/ Briefing  2/ On-site exercise (duration to be determined)  3/ Debriefing |
| 2. Presentation of the 3 golden rules.  55 minutes - > 1 hour | **Preparation of the on-site exercise**:  Specify the 3 golden rules selected.  Define the objectives for the on-site exercise:  For each of the 3 golden rules selected, audit the ongoing operations, and check:  -The points applied as described in the golden rule  -The points to be improved on with regard to the golden rule.  Distribute the operating schedule to participants and identify with them the applicable rules for the operations from among the 3 selected rules.  Emphasize the importance of discussing with N+1 before the debriefing.  Remind them that this is the opportunity to use the Stop Card should they observe non-compliance with a golden rule.  Plan the debriefing. | Slide: List of the 12 golden rules (Golden rule, Corporate or local support) focusing on the 3 selected rules.  Slide with examples of activities: X PTW to be checked, X verification of compliance with traffic regulations, X verification of PPE worn, X vehicles to be checked, X works at height to be checked…  Slide on the points to be checked when applying the golden rules. |
| 3. On-site exercise | **Launch** the on-site session.  Check that each participant has their golden rules booklet.  If required, accompany participants on the first operation in order to show them what is expected of them and to guide them. |  |
| 4. Summary  01:00->01:00 | **Debriefing**  Back in the classroom or on-site in a quiet room, for each golden rule, ask:  *- What were your findings on their real-time application, both positive and negative?*  *- What golden rule instructions did you find difficult to apply?*  *-What did you learn from your discussion with your N+1?*  Launch a **round table discussion** so that each participant can give their answers. |  |