



GT 2019 "Zero Fatal accidents"

Action: Life saving checks

❖ **WHAT – Factual description of the action:** The action involves conducting field checks based on specific checklists, for at least the five most significant life-threatening activities in TotalEnergies in order to communicate on their corresponding compliance rate:

- Work at height
- Work on isolated systems
- Lifting operations
- Working in confined spaces
- Hot work

❖ **HOW – How is it implemented:** The compliance rate can be assessed by evaluating observable elements of these activities during their execution. The use of diagrams helps to provide immediate feedback on good practices and/or anomalies to be corrected, and to step in and stop work in progress, if necessary.

❖ **WHEN & WHERE – Methods of application (duration, location, frequency):** Checks on life-threatening activities are brief, in order to increase their number. The checks are carried out on in the field where the life-threatening activities takes place. The affiliates and the entities themselves set the target for the number of life-saving checks to be conducted per month by the stakeholders. The names of individuals are not recorded, but only the name of the company being observed.

❖ **WHO – Stakeholders:** Life-saving checks are performed by TotalEnergies and contractor personnel: first level supervisors, middle managers, top management, HSE or any other controller identified/designated by each party. The checks are not carried out jointly, but their results are registered in a common system.

❖ **WHY – Presentation of results:** A weekly consolidation is posted locally. The purpose of this is to inform and identify the most vulnerable conditions in terms of safety, and to move forward together.

❖ **Required and optional checks:** Daily life-saving checks and monitoring of the corresponding KPIs must be implemented for at least the five life-threatening activities mentioned above. The content and format of the provided checklists are optional. They are made available to the entities/affiliates to guide them as best practice.

❖ **Reporting:** Local KPIs are defined as follows:

1. The control rate of life-threatening activities (%), i.e. the number of life-saving checks conducted versus the target for the number of life-saving checks to be conducted per month, as set by the entity/affiliate.

2. Compliance rate (%) of each company (TotalEnergies or Contractors) with regard to the number of checks of life-threatening activities carried out.

Only the number of checks effectively carried out must be communicated monthly to the HSE/Branch for consolidation at Company level.

❖ **Tools available and required:** Checklists covering the five life-threatening activities, with a diagram of the activity on the front and the points to be checked on the back. The checklists will be accompanied by a guideline.

❖ **Prior awareness required:** Awareness raising should be provided for entity/affiliate line management and their Contractor counterparts. Training should be provided for all those who will be performing the checks (HSE, supervisors or any other function identified by each party).

❖ **Proposed date of effect:** Depending on each branch but starting as from mid-2020.

❖ Q&A

1. Can activities be interrupted during the life-saving checks?

Yes, the life-saving checks may lead to an interruption of the crew's work, provided this does not jeopardize the safe execution of activities.

2. Are the checks carried out by specialists in the activity? Do the questions require technical knowledge or skills?

No, the checks are to be carried out by TotalEnergies' top-level management, line management, site HSE and supervisors, and by their counterparts of the Contractor company. The checklists were designed such that everyone can carry out the checks based on observable, proven elements.

3. What activities are to be checked?

Life-saving checks concern all life-threatening activities performed with or without a work permit by TotalEnergies personnel (for example the lock out/isolation of an equipment), or by Contractor personnel. As a minimum, the 5 most important life-threatening activities for TotalEnergies are subject to life-saving checks, but the entities and affiliates are encouraged to add to this list other life-threatening activities, if relevant.

4. Is this an additional activity for people who are on a site?

Observing the compliance rate with the Golden Rules is part of the Maestro expectations (09.03). Life-saving checks on this subject already take place on many sites but need to be widespread, intensified and integrated by Contractor companies.

5. What if the entity/affiliate already has checklists for one or more of the five life-threatening activities?

The content and format of the checklists provided as a guidance. But any existing checklists of the entity/affiliate must be consistent with the Life Saving Checks.

6. When certain points are observed, what kind of feedback should be given and how should work be resumed?

If certain actions or situations are perceived to be high-risk or likely to develop into an accident: step in and stop work in progress where appropriate, while applying the principles of the Stop Card. Similarly, if a good practice or behavior are observed, positive and immediate recognition must be given; this intensifies positive HSE behavior.

7. Where to find the checklists and supporting documents regarding the action « Life Saving Checks »?

Everything is available in the HSE Toolbox menu « Our lives first » :

- ✓ Checklists for the 5 most important life-threatening activities for TotalEnergies and the additional checklists for other life-threatening activities (formats PDF, PPT et InDesign)
- ✓ Training kit (PPT)
- ✓ GM "Life Saving Checks" (Word)
- ✓ Action card A4 (Word)
- ✓ Printable version A4/A3 of the images for practical exercises

8. What is the rationale behind this operation?

Life-saving checks encourage compliance during life-threatening activities. The principle is to reinforce respect for the rules as one of the key competencies of safety leadership that have the most impact on safety performance.