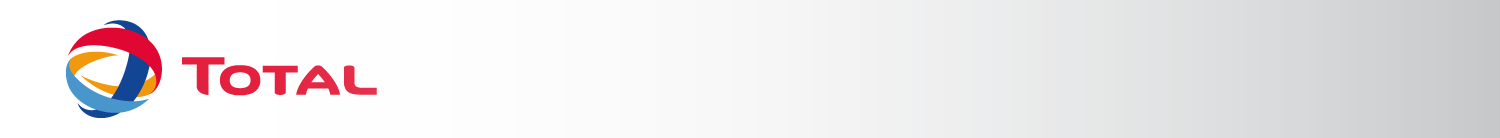
****

Your Safety training

Course n°3

Name:

Affiliate:

Position:

# Introduction of Patrick Pouyanné

**Managing Director of the Total Group**

Hello dear colleagues,

Welcome to our company.

Today, you will be starting our safety training. This approach is based on shared principles of standards, norms and group requirements across all entities, sites and affiliates, wherever you are in the world.

The modules that make up the course will allow you to grasp the essence of these principles. At the end of your training, you’ll be awarded a safety **Pass**.

This **Pass** is your key to joining us as a fully-fledged member of the Total family.

I wish you every success along the way. Happy training.

# What happens during these sessions?

**Your course**

Your course consists of modules that you will follow. You will then have to get them validated by having the trainer sign your attendance sheet.

Your course starts as of the first day of your presence within the Total Group.

Once you will have gone through all the modules in your course, a “Safety Pass” certificate will be issued to you. It proves that you have the necessary safety skills to begin your activity at Total.

Your course is described in the following pages.

**The manual**

You will keep this manual throughout your course, which will help you:

* validate the progression of your course,
* take notes,
* do the exercises,
* make your summary.

**Timesheets**

**TCG 1.1**

**Introduction and commitment of**

**Top Management**

**Date:**

**Signature:**

**TCG 1.2**

**Safety as a value**

**Date:**

**Signature:**

**TCG 2.1**

**Our main HSE risks**

**Date:**

**Signature:**

**TCG 1.3**

**The HSEQ Charter**

**Date:**

**Signature:**

**TCG 2.2**

**Technological risks**

**Major incidents**

**Date:**

**Signature:**

**TCG 2.3**

**Safety**

**Deaths and accidents**

**Date:**

**Signature:**

**TCG 3.1**

**One maestro**

**HSE organization**

**Date:**

**Signature:**

**TCG 2.5b**

**Psychosocial risks**

**Date:**

**Signature:**

**TCG 4.1**

**Behavior**

**(positive and negative)**

**Date:**

**Signature:**

**TCG 4.2**

**Teamwork, manager relationships**

**Date:**

**Signature:**

**TCG 4.3**

**Relationships with contractors - exemplary conduct**

**Date:**

**Signature:**

**TCG 4.4**

**Everyone is responsible at their own level**

**Date:**

**Signature:**

**TCG 5.1**

**Golden Rules**

**Sanction/Recognition**

**Date:**

**Signature:**

**TCG 5.2**

**Reporting anomalies**

**Date:**

**Signature:**

**TCG 5.3**

**Feedback**

**Date:**

**Signature:**

**TCG 5.4**

**Stop Card**

**Date:**

**Signature:**

**TCG 7.0**

**Conclusions**

**Date:**

**Signature:**

**Timesheets**

**TCAS 1.0**

**HSE roadmap**

**Site/Affiliate/Entity**

**Date:**

**Signature:**

**TCAS 2.1**

**Country regulations**

**Date:**

**Signature:**

**TCAS 1.1**

**Major risks and accidents**

**TCAS 1.5**

**Psychosocial risks**

**Date:**

**Signature:**

**TCAS 2.5**

**Personal protective equipment**

**Date:**

**Signature:**

**TCAS 2.6**

**Problematic golden rules**

**Date:**

**Signature:**

**TCAS 2.7**

**Action to be taken in the event of an emergency**

**Date:**

**Signature:**

**TCAS 2.6**

**On site exercise**

**Application of the golden rules**

**Date:**

**Signature:**

**TCAS 2.7**

**On site exercise**

**Fire drill**

**Date:**

**Signature:**

**TCAS 3.1**

**Safety technical standards and associated tools**

**Date:**

**Signature:**

**TCAS 3.2**

**Affiliate HSE organization**

**Date:**

**Signature:**

**TCAS 3.3**

**Site visit**

**Date:**

**Signature:**

**TCAS 3.3**

**Workshop : Feedback of the site visit**

**Date:**

**Signature:**

**TCAS 4.1**

**Events analysis**

**Date:**

**Signature:**

**TCAS 4.2**

**Specific HSE activities**

**Date:**

**Signature:**

**TCAS 4.2**

**On site exercise on specific HSE activities**

**Date:**

**Signature:**

**TCAS 4.3**

**Experience feedback**

**Date:**

**Signature:**

**TCAS 4.3**

**On site exercise experience feedback**

**Date:**

**Signature:**

**TCAS 2.4**

**General safety rules**

**site/affiliate**

**Date:**

**Signature:**

**Date:**

**Signature:**

Timesheets

**TCT 1.1**

**Safety training**

**business specific**

**Date:**

**Signature:**

**TCT 2.2**

**Accidents related to violation of the golden rules**

**Date:**

**Signature:**

**TCT 2.1**

**Golden Rules**

**TCT 2.1**

**On site exercise golden rules**

**Date:**

**Signature:**

**TCT 3.1**

**On site exercise work permit**

**Date:**

**Signature:**

**TCT 3.2**

**Simultaneous activities**

**Date:**

**Signature:**

**TCT 3.3**

**On site exercise site visit and work permit audit**

**Date:**

**Signature:**

**TCT 3.3**

**Site Visit and Works Compliance**

**Date:**

**Signature:**

**TCT 3.4**

**Contractor management**

**Date:**

**Signature:**

**TCT 4.1**

**Human factors and weak signals**

**Date:**

**Signature:**

**TCT 4.2**

**Gestures and postures**

**at the workstation**

**Date:**

**Signature:**

**TCT 4.3**

**Stop Card**

**Date:**

**Signature:**

**TCT 4.3**

**On site exercise safety contact**

**Date:**

**Signature:**

**TCT 4.4**

**Audits**

**Date:**

**Signature:**

**TCT 4.4**

**On site exercise safety audit**

**Date:**

**Signature:**

**TCT 4.5**

**Improvement loop**

**Date:**

**Signature:**

**TCAS 4.5**

**On site exercise experience feedback**

**Date:**

**Signature:**

**TCT 3.1**

**Works process and work permit**

**Date:**

**Signature:**

**Date:**

**Signature:**

**TCT 5.1**

**Risk analysis**

**Date:**

**Signature:**

**TCT 5.3**

**Change Management**

**Date:**

**Signature:**

**TCT 5.2**

**Barriers**

**TCT 5.2**

**On site exercise safety barriers**

**Date:**

**Signature:**

**TCT 5.3**

**On site exercise modifications management**

**Date:**

**Signature:**

**Date:**

**Signature:**

**Timesheets**

**TCG 6.1**

**Fire fighting initiation**

**Date:**

**Signature:**

**TCG 6.2**

**First aid initiation**

**Date:**

**Signature:**

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**Golden Rules**

**Date:**

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**learning**

**Step in**

**Date:**

**Signature:**

**On site exercise report and :personnelms personnesl Merken ires risque?notre part, si corrections portent sur de la termino, etc.)érable à ce qu's orignauxindividual commitments**

**Date:**

**Signature:**

**Practical exercise**

**Hunt for anomalies initiation**

**Date:**

**Signature:**

**Practical exercise**

**Visit of muster points**

**Date:**

**Signature:**

**Practical exercise**

**Discovery and use**

**Stop Card**

**Date:**

**Signature:**

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Safety in the TOTAL Group

# TCG 1.1: Introduction and Top Management Commitment

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**What do you think are this video’s keywords and key ideas?**

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**What stands out or surprises you the most in what Patrick Pouyanné says?**

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**How could one summarize his commitment with respect to Safety?**

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# TCG 1.2: Safety as a value

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# TCG 1.3: The HSEQ Charter

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**TCG 2.1: Our main safety risks**

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**Exercise: TRIR calculation**

**Exercise 1 – Calculate your TRIR**   
Over the course of your career, assuming that you commit one infraction during it.  
A career lasts on average 40 years, at a rate of 40 hours worked per week and 50 weeks per year.

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**Exercise 2 – Calculate the TRIR of a company**  
A company of 1000 employees counts 1 accident over one year (40 hours worked per week, and 50 weeks per annum).

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**Exercise 3**  
A company of 100,000 employees has 50 accidents per year (40 hours worked per week and 50 weeks per year).

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# TCG 2.2: Technological risks and major incidents

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**Exercise: Which consequences?**

**From this list, what do you think the consequences (on people, facilities, the company and neighbors) will be?**

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| **Accident** | **Consequences?** |
| Oil slick |  |
| A car leaves the road and flips over 4 times |  |
| A person falls off a scaffold |  |
| Gas pipeline explosion |  |
| Fire in a storage tank |  |
| Falling down a staircase |  |

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# TCG 2.3: Safety: Deaths and accidents

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# TCG 2.5b: Psychosocial Risks

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# TCG 3.1: Maestro – HSE Organization

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**Exercise: Which are the responsibilities of:**

* John:
* The center manager:
* The instructor:
* Of each skydiver:
* An HSE technician, if John recruited one:

# TCG 4.1: Behaviors (positive and negative)

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**Exercise: behavior or not?**

* Working at height without a harness
* Being stressed
* Taking a Safety Tour
* Suggesting one of your colleagues take a Safety Tour
* Convincing yourself that safety is your priority
* Driving the wrong way on the highway

**Exercise: error or fault?**

* Speeding on-site
* Forgetting a big step in a procedure
* Bringing alcohol on-site
* Not understanding a plan or procedure
* Not using the PPE provided
* Confusing two chemical products
* Driving a site machine without wearing a seat belt
* Using a phone while driving
* Opening a different valve to the one indicated in the procedure because you don't think it is the right one

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# TCG 4.2: Teamwork and manager relationships

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# TCG 4.3: Relationships with contractors - exemplary conduct

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**Exercise: List everyone's safety actions and their differences**

**Operators:**

* Site coordinator (Emile)

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* Large construction company for major work

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* Local craftsmen for joinery work

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# TCG 4.4: Everyone is responsible at their own level

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# TCG 5.1: The Golden Rules

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# TCG 5.2: Anomaly reporting

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**Exercise: finding anomalies**

**What anomalies did you identify?**

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**In relation to these anomalies, what could have been done to prevent this accident?**

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# TCG 5.3: Feedback

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# TCG 5.4: Stop Card

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# TCG 6.1: Fire fighting initiation

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# TCG 6.2: First aid initiation

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# TCG 7.0: Conclusion and commitments

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* **Which actions would you like to implement in your future position to help reinforce the safety value?**

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* **Which difficulties do you anticipate?**

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* **Do you have any ideas yet on how to cope with these difficulties?**

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# Summary

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Safety in my affiliate

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# TCAS 1.0: My affiliate’s HSE roadmap

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# TCAS 1.1: My affiliate’s major risks and incidents

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# TCAS 1.5: My affiliate’s psychosocial risks

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# TCAS 2.1: Country regulations

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# TCAS 2.4: My affiliate’s general safety rules

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# TCAS 2.5: Personal protective equipment

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# TCAS 2.6: Problematic golden rules

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# TCAS 2.6: On site exercise on the application of the golden rules

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# TCAS 2.7: Action to be taken in the event of an emergency

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# TCAS 2.7: Fire drill on site exercise

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# TCAS 3.1: Safety technical standards and associated tools

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# TCAS 3.2: Affiliate HSE organization

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# TCAS 3.3: Site visit

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# TCAS 3.3: Workshop : Feedback of the site visit

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# TCAS 4.1: Events analysis

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# TCAS 4.2: Specific HSE activities

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# TCAS 4.2: On site exercise on specific HSE activities

* **What surprised you the most when you took part in the event?**

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| |  | | --- | |  | |  | |  | |  | |  |  * **What were the strong point(s) that surprised you most?**  |  | | --- | |  | |  | |  | |  | |  |  * **What were the most unexpected weak points(s) for you? What are your suggestions for improving these weaknesses?**  |  | | --- | |  | |  | |  | |  | |  | |

# TCAS 4.3: Experience feedback

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# TCAS 4.3: On site exercise experience feedback

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# TCT 1.1: Activity specific safety

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# TCT 2.1: Golden Rules

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# TCT 2.1: On site exercise golden rules

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# TCT 2.2: Top 5 Accidents Linked to Violation of the Golden Rules

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# TCT 3.1: Works process and work permit

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# TCT 3.1: On site exercise work permit workflow

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# TCT 3.2: Simultaneous activities

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# TCT 3.3: Site Visit and Works Compliance

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# TCT 3.3: On site exercise site visit and work permit audit

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# TCT 3.4: Contractor management

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# TCT 4.1: Human factors and weak signals

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# TCT 4.4: Audit

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# TCT 4.4: On site exercise safety audit

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# TCT 4.5: Improvement loop

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# TCT 4.5: On site exercise using experience feedback

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# TCT 5.1: Risk analysis

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# TCT 5.2: Barriers

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# TCT 5.2: On site exercise safety barriers

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# TCT 5.3: Change Management

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# TCT 5.3: On site exercise modifications

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Safety at my workstation

# TCT 4.2: Gestures and postures

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# TCT 4.3: Stop card

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# TCT 4.3: On site exercise safety contact

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# Discovery report - Stop card

**Under which circumstances have you intervened with the Stop Card?**

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**How did people react?**

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**What surprised you the most?**

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**What did you learn from your intervention? And from the use of the Stop Card in general?**

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Conclusion/Commitments

# Conclusion of my course

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# My commitments

Fill out this page only when your instructor asks you to.

**Safety...**

**For me:** 

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**For you:**

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**For everyone:**

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