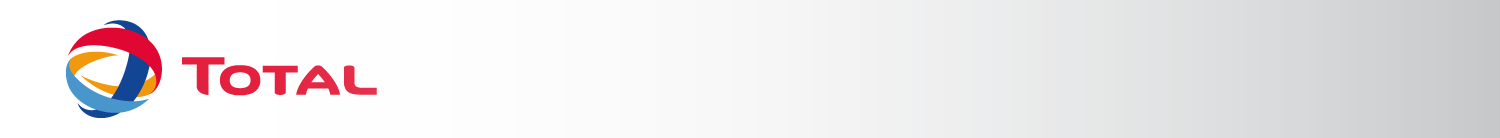
****

Your Safety training

Course n°4

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 2.3**

**Safety**

**Deaths and accidents**

**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 4.4**

**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**

**Date:**

**Signature:**

**TCAS 1.1**

**Major risks and accidents**

**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 :**

**mustering**

**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 2.4**

**General safety rules**

**site/affiliate**

**Date:**

**Signature:**

**Date:**

**Signature:**

**Timesheets**

**TCG 5.4**

**On site exercise Stop card**

**Signature:**

**Date:**

**TCG 6.1**

**Fire fighting initiation**

**Date:**

**Signature:**

**TCG 6.2**

**First aid initiation**

**Date:**

**Signature:**

**E-learning**

**Golden Rules**

**Date:**

**Signature:**

**E-learning**

**Step in**

**Date:**

**Signature:**

**Discovery report and individual 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:**

**CONTENTS**

Introduction of Patrick Pouyanné 2

What happens during these sessions? 3

Safety in the TOTAL Group 8

TCG 1.1: Introduction and Top Management Commitment 9

TCG 1.2: Safety as a value 10

TCG 1.3: The HSEQ Charter 11

TCG 2.1: Our main HSE risks 13

TCG 2.3: Safety: Deaths and accidents 14

TCG 2.5b: Psychosocial Risks 15

TCG 4.1: Behaviors (positive and negative) 16

TCG 4.2: Teamwork and manager relationships 18

TCG 4.4: Everyone is responsible at their own level 19

TCG 5.1: The Golden Rules 20

TCG 5.2: Anomaly reporting 21

TCG 5.3: Feedback 23

TCG 5.4: Stop Card 24

TCG 7.0: Conclusion and commitments 25

Summary 26

Safety in my affiliate 27

TCAS 1.0: My affiliate’s HSE roadmap 28

TCAS 1.1: My affiliate’s major risks and incidents 29

TCAS 2.4: My affiliate’s general safety rules 30

TCAS 2.5: Personal protective equipment 31

TCAS 2.6: Problematic golden rules 32

TCAS 2.6: On site exercise on the application of the golden rules 33

TCAS 2.7: Action to be taken in the event of an emergency 34

TCAS 3.1: Safety technical standards and associated tools 35

TCAS 3.2: Affiliate HSE organization 36

TCAS 3.3: Site visit 37

TCAS 3.3: Workshop: Feedback of the site visit 38

Safety at my workstation 39

TCG 6.1: Fire fighting initiation 40

TCG 6.2: First aid initiation 41

TCG 5.4: On site exercise stop card 42

TCG 5.4: Discovery report - Stop card 43

TCAS 2.7: On site exercise: mustering 45

Conclusion/Commitments 46

Conclusion of my course 47

My commitments 48

****

Safety in the TOTAL Group

# TCG 1.1: Introduction and Top Management Commitment

|  |
| --- |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |

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

# 

|  |
| --- |
|  |
|  |

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

# 

|  |
| --- |
|  |
|  |

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

# 

|  |
| --- |
|  |
|  |

# TCG 1.2: Safety as a value

|  |
| --- |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |

# TCG 1.3: The HSEQ Charter

|  |
| --- |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |

**TCG 2.1: Our main safety risks**

|  |
| --- |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |

**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.

|  |
| --- |
|  |

**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).

|  |
| --- |
|  |

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

|  |
| --- |
|  |

# TCG 2.1: Our main HSE risks

|  |
| --- |
|  |
|  |
|  |

|  |
| --- |
|  |
|  |
|  | |
|  | |
|  | |
|  | |
|  | |
|  | |
|  | |
|  | |
|  | |
|  | |
|  | |
|  | |

# 

# TCG 2.3: Safety: Deaths and accidents

|  |
| --- |
|  |
|  |
|  |
|  |

|  |
| --- |
|  |
|  |

|  |
| --- |
|  |
|  |

|  |
| --- |
|  |
|  |

|  |
| --- |
|  |
|  |
|  |
|  |
|  |
|  |

# TCG 2.5b: Psychosocial Risks

|  |
| --- |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |

# TCG 4.1: Behaviors (positive and negative)

|  |
| --- |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |

**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

|  |
| --- |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |

# 

# TCG 4.2: Teamwork and manager relationships

|  |
| --- |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |

# TCG 4.4: Everyone is responsible at their own level

|  |
| --- |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |

# TCG 5.1: The Golden Rules

|  |
| --- |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |

# TCG 5.2: Anomaly reporting

|  |
| --- |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |

**Exercise: finding anomalies**

**What anomalies did you identify?**

|  |
| --- |
|  |
|  |
|  |

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

|  |
| --- |
|  |
|  |
|  |

|  |
| --- |
|  |
|  |
|  |

|  |
| --- |
|  |
|  |
|  |

|  |
| --- |
|  |
|  |
|  |

# TCG 5.3: Feedback

|  |
| --- |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |

# TCG 5.4: Stop Card

|  |
| --- |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |

# TCG 7.0: Conclusion and commitments

|  |
| --- |
|  |
|  |
|  |
|  |
|  |

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

|  |
| --- |
|  |
|  |
|  |

* **Which difficulties do you anticipate?**

|  |
| --- |
|  |
|  |
|  |

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

|  |
| --- |
|  |
|  |
|  |

# Summary

|  |
| --- |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |

Safety in my affiliate

****

# TCAS 1.0: My affiliate’s HSE roadmap

|  |
| --- |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |

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

|  |
| --- |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |

# TCAS 2.4: My affiliate’s general safety rules

|  |
| --- |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |

# TCAS 2.5: Personal protective equipment

|  |
| --- |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |

# TCAS 2.6: Problematic golden rules

|  |
| --- |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |

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

|  |
| --- |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |

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

|  |
| --- |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |

# TCAS 3.1: Safety technical standards and associated tools

|  |
| --- |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |

# TCAS 3.2: Affiliate HSE organization

|  |
| --- |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |

# TCAS 3.3: Site visit

|  |
| --- |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |

# TCAS 3.3: Workshop: Feedback of the site visit

|  |
| --- |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |

****

Safety at my workstation

# TCG 6.1: Fire fighting initiation

|  |
| --- |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |

# TCG 6.2: First aid initiation

|  |
| --- |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |

# TCG 5.4: On site exercise stop card

|  |
| --- |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |

# TCG 5.4: Discovery report - Stop card

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

|  |
| --- |
|  |
|  |
|  |
|  |
|  |

**How did people react?**

|  |
| --- |
|  |
|  |
|  |
|  |

**What surprised you the most?**

|  |
| --- |
|  |
|  |
|  |
|  |
|  |

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

|  |
| --- |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |

# TCAS 2.7: On site exercise: mustering

|  |
| --- |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |

****

Conclusion/Commitments

# Conclusion of my course

|  |
| --- |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |

# My commitments

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

**Safety…**

**For me:** 

|  |
| --- |
|  |
|  |
|  |
|  |
|  |

**For you:**

|  |
| --- |
|  |
|  |
|  |
|  |
|  |

**For everyone:**

|  |
| --- |
|  |
|  |
|  |
|  |