

Safety at Work

The 12 Golden Rules



TotalEnergies



Editorial

Safety is a core value in the Company. It's the cornerstone of our operational excellence in all of our business lines.

Together, as employees of TotalEnergies and contractors, let us commit ourselves personally and collectively to ensure safety on a daily basis in our operations and on our sites with a common goal: "Zero fatal accidents."

Our Golden Rules, established on the basis of lessons learned, are essential to achieve our ambition in terms of safety.

By taking ownership and implementing them with constant vigilance, for ourselves and for our colleagues, the Golden Rules will fulfill their aim and become embedded in our daily activities.

I'm convinced that all accidents can be prevented!

Everybody's commitment to systematically apply the Golden Rules, everywhere, every day, is perfectly in line with the Company's ambition: to put sustainable development at the heart of our strategy, our projects and our operations.

Michel Charton
Senior Vice President HSE

Safety for me, for you, for all

To work safely and protect the lives of all, we need to:

- ☑ Take on board and implement the Golden Rules at all times.
- ☑ Step in if we observe deviations from our Golden Rules.
- ☑ Report anomalies to learn lessons from them.
- ☑ Share good practices of Golden Rules application.

Our 12 Golden Rules

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Rule 1



High-Risk Situations



I avoid high-risk situations.

My commitment to **Safety**:

- ✓ **I do not smoke or vape** outside designated areas.
- ✓ **I do not work or drive** under the influence of alcohol or drugs.
- ✓ **I secure** the downgraded situation and **report** it to my supervisor.
- ✓ **I know** the risks before executing a non-routine or complex operation.
- ✓ **I respect** the operating instructions for shutting down and starting up equipment and units.

Rule 2



Traffic



I follow the safety rules when I drive, ride a bike or walk.

My commitment to **Safety**:

- ✓ **I check** the condition of my vehicle before use.
- ✓ **I always wear** a seatbelt.
- ✓ **I do not exceed** the speed limit and adapt my driving to road conditions.
- ✓ **I do not use** any communication system while driving, such as phone, walkie-talkie and radio, even with hands-free kit.
- ✓ **I respect** the authorised driving time and the journey management plan.
- ✓ **I use** the lanes dedicated to pedestrians and cyclists accordingly.
- ✓ **I hold** handrails when taking the stairs.

Body Mechanics & Tools



I handle tools safely.

My commitment to **Safety**:

- ✓ **I check** that my tool is:
 - The one specified in the work permit or operating instruction
 - Suitable for the task and work area
 - In good condition
- ✓ **I use** the tools, including those for pressure tests, in line with the manufacturer's specified design limits.
- ✓ **I position** my body to minimize excessive strain.

Personal Protective Equipment (PPE)



I wear the required PPE.

My commitment to **Safety**:

- ✓ **I check** that my PPE are in good condition before use.
- ✓ **I wear** my helmet with the chin strap fastened.
- ✓ **I wear** the PPE adapted for the task and the area in which I am working.
- ✓ **I wear** a life jacket whenever required.

Work Permits



I work with a valid permit.

My commitment to **Safety**:

- I have checked** the permit and associated certificates.
- I am qualified and authorised** to perform the work.
- I understand** the work permit.
- I ensure** that the point of intervention is identified.
- I have checked** that the safety conditions are met to start the work.
- I stop** and reassess the risks if conditions change and refer to my supervisor.

Lifting Operations



I follow the lifting plan.

My commitment to **Safety**:

- I establish** barriers and exclusion zones.
- I check** that the lifting equipment has been inspected, is in good condition and fit for purpose.
- I only operate** equipment that I am qualified to use.
- I check** that the load is securely slung and bundled and I control the load in motion.
- I ensure** that a qualified banksman is present for the lifting operation.
- I never position** myself under a suspended load.

Powered Systems



I check the isolation and the absence of energy and fluids before any intervention.

My commitment to **Safety**:

- I have** a permit to work and a powered system isolation certificate.
- I have identified** all energy and fluid sources.
- I respect** the isolation plan.
- I confirm** that energy and fluid sources have been isolated, locked, and tagged.
- I ensure** that there is no energy and fluid supply.
- I ensure** that there is no residual or accumulated energy and fluid.
- I ensure** that the work is completed and check the removal of isolation before starting up.

Confined Spaces



I obtain authorisation before entering a confined space.

My commitment to **Safety**:

- I have** a work permit and a confined space entry certificate.
- I ensure** all energy and fluid sources are isolated.
- I check** and use respiratory protection equipment when required.
- I confirm** a rescue plan is in place.
- I confirm** the atmosphere has been tested prior to intervention and that it is monitored.
- I confirm** there is supervision for entry/exit and for alerting.
- I obtain** authorisation to enter.

Excavation Work



I secure excavation areas.

My commitment to **Safety**:

- ☑ I **have** a work permit and an excavation certificate.
- ☑ I **confirm** that the excavation area is clearly marked off.
- ☑ I **stay alert** to the location of underground structures and networks.
- ☑ I **position** machinery and extracted material at least one meter away from the excavation area.
- ☑ I **only enter** an excavation deeper than 1.3m if the access is secured.

Work at Height



I protect myself against a fall when working at height $\geq 1.5\text{m}$.

My commitment to **Safety**:

- ☑ I **inspect** my harness, lanyard and lifeline before use.
- ☑ I **secure** tools and materials to prevent dropped objects.
- ☑ I **wear** a harness and tie off to approved anchor points as per the work permit.
- ☑ I **use** scaffolding fit for purpose and approved.
- ☑ I **respect** the minimum safety distance when working near power lines.
- ☑ I **ensure** the integrity of roofs (storage tanks, buildings, canopies...) before work starts and that appropriate fall protection has been installed for fragile areas.
- ☑ I **only move** a Mobile Elevating Work Platform (MEWP) in its low position.

Hot Work



I avoid hot work whenever possible.

My commitment to **Safety**:

- I have** a hot work permit.
- I identify** flammable substances and ignition sources.
- Before starting any hot work:
 - **I ensure** the absence of flammable substances or their isolation
 - **I obtain** a written authorisation
- In a hazardous area, **I confirm**:
 - The absence of gas has been tested;
 - The absence of gas will be continuously monitored.

Line of Fire



I keep myself and others out of the line of fire.

My commitment to **Safety**:

- I position myself** to avoid:
 - Moving objects
 - Vehicles
 - Pressure releases
 - Dropped objects
- I establish** barriers and exclusion zones.
- I take action** to secure loose objects.
- I respect** barriers and exclusion zones.

Using the Stop Card is taking action for Safety

We have a duty to intervene as soon as a situation seems dangerous to us, and whenever the Golden Rules are not implemented.

Even when in doubt, without fear of being sanctioned, let's use our Stop Card!

By asking questions about the safety of an activity and stopping a job in progress, we can prevent accidents and save lives.

STOP CARD

I step in if a situation
seems **dangerous**
to me!





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