



In the event of an unsafe situation, particularly noncompliance with a Golden Rule, you must step in. This shared vigilance helps us to improve safety together.

One measure is the Stop Card, which gives everyone working at the company — employees and contractor personnel alike — the authority to step in and stop ongoing work if they feel that actions or situations are unsafe or have the potential to lead to an accident.

Raising a problem or asking a question will not lead to sanctions.

Concept/design : because - <http://www.because.fr> © TOTAL - March 2017

RULE 9

EXCAVATION WORK



YOU MUST NOT:

- ❌ Place machinery or spoil piles within one meter of a trench being excavated.

YOU MUST:

- ✅ Perform excavation work with a permit comprising a map of all buried hazards.
- ✅ Apply precautions for work in confined spaces, as necessary.
- ✅ Clearly mark all excavation areas and identify underground structures.

RULE 10

WORK AT HEIGHT



YOU MUST NOT:

- ❌ Work under or near power lines without respecting the minimum safe clearance distance.
- ❌ Work on building or tank roofs without first checking their integrity and ensuring that the appropriate protective devices have been installed.
- ❌ Move a deployed mobile elevated work platform (MEWP), unless you are specifically authorized to do so.

YOU MUST:

- ✅ Put away tools when working at height (above 2 meters).
- ✅ Use a safety harness that is safely anchored, outside fixed barriers or in an MEWP.
- ✅ Use scaffolding that is fit for purpose and has been inspected.

RULE 11

CHANGE MANAGEMENT



YOU MUST NOT:

- ❌ Make technical or organizational changes without getting prior authorization.

YOU MUST:

- ✅ Have a risk assessment and apply mitigation measures.
- ✅ Give workers appropriate training and update all relevant documentation.

RULE 12

SIMULTANEOUS OPERATIONS OR CO-ACTIVITIES



YOU MUST NOT:

- ❌ Perform simultaneous operations or co-activities without completing a preliminary field check.

YOU MUST:

- ✅ Conduct a risk assessment with the personnel concerned.
- ✅ Increase supervision and appoint a duly authorized coordinator.



TOTAL'S GOLDEN RULES

SAFETY AT WORK



RULE 1**HIGH-RISK SITUATIONS****YOU MUST NOT:**

- Smoke outside designated areas.
- Work or drive under the influence of alcohol.
- Work or drive under the influence of drugs.

YOU MUST:

- Assess all risks prior to the start of non-routine or complex operations or in downgraded situations.
- Report all downgraded situations to management, monitor them, take appropriate measures to mitigate the risks and formally notify the personnel concerned.
- Follow start-up and shutdown procedures and check progress.

RULE 3**BODY MECHANICS AND TOOLS****YOU MUST NOT:**

- Use defective tools or tools not intended for the task or the area where the work is being performed.
- Use a tool, including those for pressure tests, under conditions that exceed the manufacturer's specified design limits.

YOU MUST:

- Use the tools specified in the work permit or procedures and adapt your body mechanics to the tool rating and repetitive nature of the task.

RULE 5**WORK PERMITS****YOU MUST NOT:**

- Perform any work without an approved work permit.

YOU MUST:

- Assess risks before starting work.
- Use any required additional permits.
- Re-issue a work permit if the conditions on the original permit change or the work procedure is modified.

RULE 7**POWERED SYSTEMS****YOU MUST NOT:**

- Begin any work until you have checked that all energy and fluid sources have been isolated, unless you are specifically authorized to do so.

YOU MUST:

- Follow the isolation plan and supervision instructions attached to the work permit.
- Check all isolations, locks and tags before performing any work and remove them before restarting operations.

RULE 2**TRAFFIC****YOU MUST NOT:**

- Exceed the speed limit and authorized driving time.
- Use a mobile phone, even with a hands-free kit, while driving.

YOU MUST:

- Check condition and conformity of vehicles and machinery before use.
- Wear your seat belt.
- Use designated pedestrian paths/sidewalks and hold the handrail when taking the stairs.

RULE 4**PROTECTIVE EQUIPMENT****YOU MUST NOT:**

- Cross a barrier or reposition protective equipment without authorization.

YOU MUST:

- Wear the designated personal protective equipment (PPE) for the area and task and check its condition before use.
- Wear a life jacket whenever required.
- Report any damage to or malfunctioning of safety barriers.

RULE 6**LIFTING OPERATIONS****YOU MUST NOT:**

- Walk or stand under a suspended load.

YOU MUST:

- Perform a risk assessment, implement the lift plan and clearly mark out the area.
- Ensure all lifting equipment and gear is fit for purpose, in good condition and regularly inspected.
- Check that the load is securely slung and bundled.
- Designate a signaller and control the moving load at all times.

RULE 8**CONFINED SPACES****YOU MUST NOT:**

- Enter a confined space without checking isolations and all atmospheric hazards.

YOU MUST:

- Cover suffocation, falls, explosion, crushing, drowning and other risks in the specific work permit.
- Ensure that you will be continuously monitored.
- Have an emergency response and rescue plan.