



# TOTAL'S GOLDEN RULES

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SAFETY AT WORK

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## Objectives

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# TOTAL'S GOLDEN RULES

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**To prevent occupational accidents and protect lives, we must:**

- ▶ Share the basic rules that everyone should know and apply.
- ▶ Strengthen prevention by encouraging people to step in whenever they see something being done unsafely.
- ▶ Stop work if the risk is not being properly managed.
- ▶ Report anomalies.

## Editorial

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Safety is a core value, the cornerstone of our operational excellence and that of our partners.

All accidents can be prevented, even though our activities present a variety of risks. Shared rules are vital to prevention.

Our Golden Rules on safety at work are based on feedback and experiences. They set out what must and must not be done. All Total stakeholders — our own employees and contractors alike — are required to apply them.

Everyone must ensure buy-in, strict compliance and field checks. In the event of unsafe actions or situations, the Stop Card gives the authority to step in and stop ongoing work, especially in the case of failure to comply with one of these rules.

I firmly believe that applying the Golden Rules stringently "for me, for you, for all" will lift our safety culture, aligning it with Total's stated ambition of being recognized as an industry benchmark in this area.

**Patrick Pouyanné,**  
**Chairman & Chief Executive Officer**





Appropriate steps — set out in a recognition and sanction policy — will be taken in response to any breach of the rules, which are expressed as 50 instructions on what must and must not be done.

Anyone that:

- Flagrantly breaks a safety rule
- Refuses to obey an order in the event of immediate danger

will immediately be removed from the work in progress and be subject to appropriate disciplinary action.

# Total's Golden Rules

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**1** High-Risk Situations

**2** Traffic

**3** Body Mechanics and Tools

**4** Protective Equipment

**5** Work Permits

**6** Lifting Operations

**7** Powered Systems

**8** Confined Spaces

**9** Excavation Work

**10** Work at Height

**11** Change Management

**12** Simultaneous Operations or Co-Activities

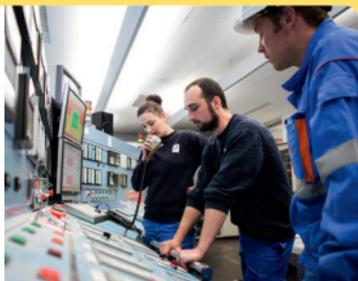
## RULE 1

# 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 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 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 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 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 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 signaler and control the moving load at all times.**

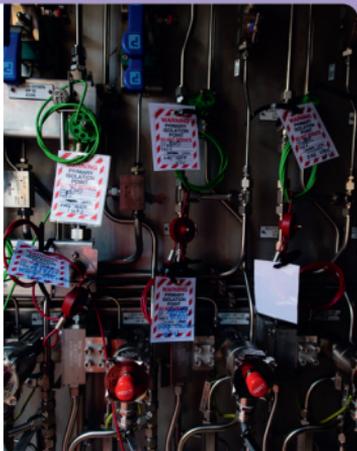
## RULE 7

# 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 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.

## 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.**

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.



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Total is the world's fourth-ranked international oil and gas company<sup>(1)</sup> and a global leader in solar energy through our affiliate SunPower. We discover, produce, transform, market and distribute energy in a variety of forms, to serve the end customer. Our close to 100,000 employees in more than 130 countries are committed to better energy.

<sup>(1)</sup> Based on market capitalization (in U.S. dollars) at December 31, 2015.



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