

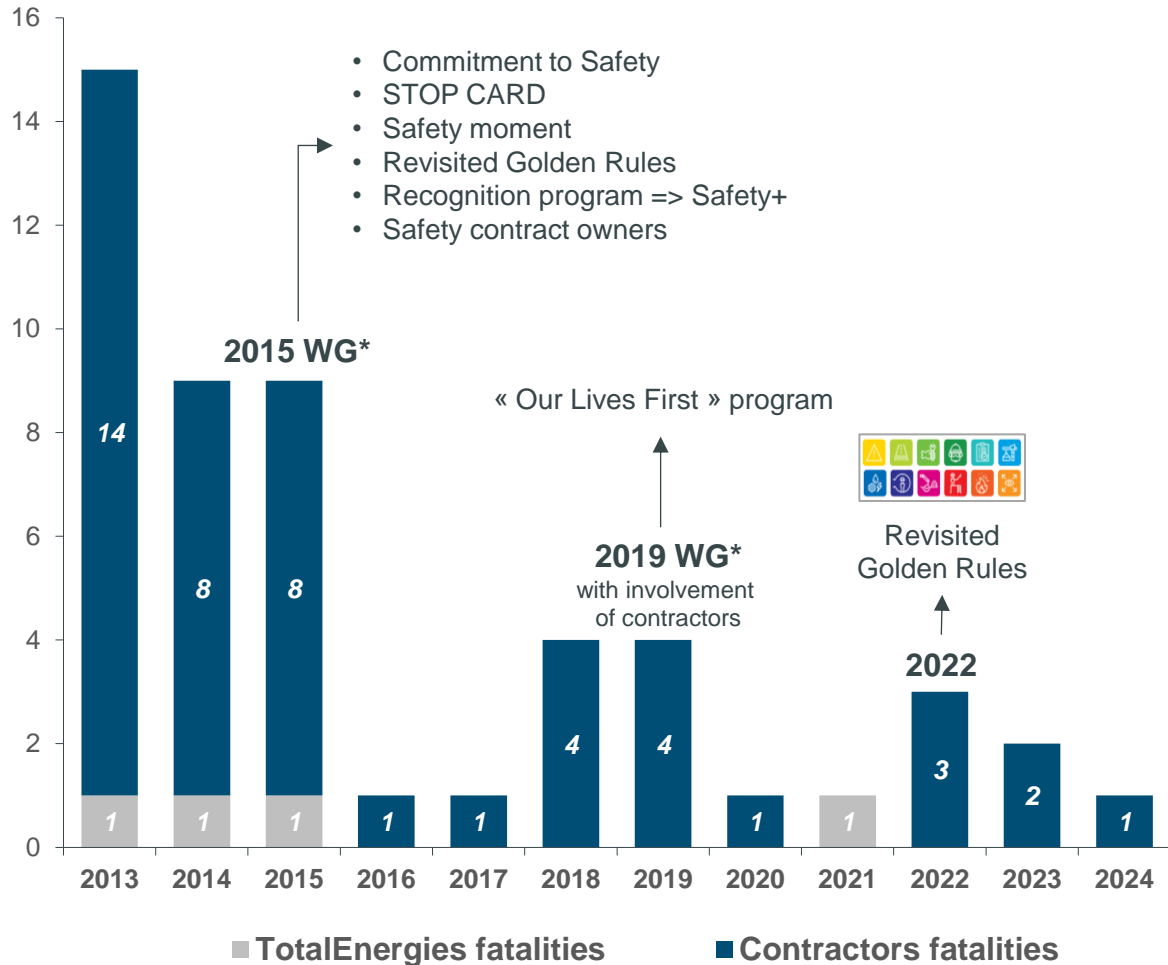
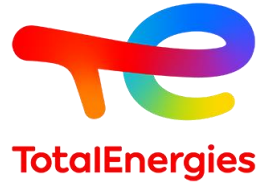
Joint safety tour



## Joint safety tours

Training kit, rev 03/2025

# Context



- Commitment to Safety
- STOP CARD
- Safety moment
- Revisited Golden Rules
- Recognition program => Safety+
- Safety contract owners

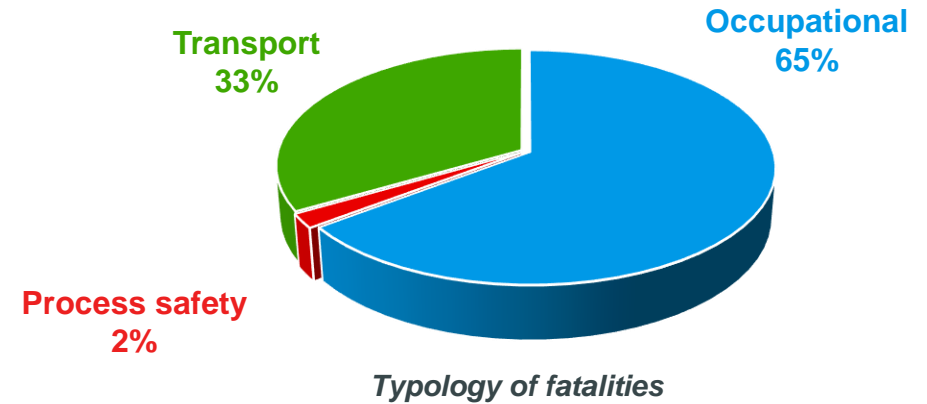
« Our Lives First » program



Revisited Golden Rules



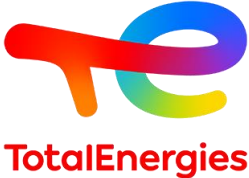
92% are employees from our contractors



- 39% Work at height
- 18% Work on energized systems
- 12% Lifting operations
- 6% Hot work
- 6% Excavation work
- 3% Confined space
- 3% High-pressure cleaning / sandblasting
- 3% Hand & powered tools...

# Our lives first:

3 rituals to prevent fatal accidents



## Our lives first!



Focus of this Training kit

### Safety green light



Brief moment to ensure that all conditions are met to start the work safely



#### SYSTEMATIC

Just before starting and restarting the work

### Life saving checks



Field checks to ensure compliance with our rules



AS OFTEN AS POSSIBLE  
During execution of the work

### Joint safety tours



Joint field visits, TotalEnergies & contractors' management, to see the reality of how safety measures are implemented



AS OFTEN AS POSSIBLE

# Joint safety tours



**What:** Joint field visits performed by TotalEnergies & contractors' management to observe and discuss safety with field personnel

**Why:** To be connected with the team, see the reality of how safety measures are implemented. To demonstrate the interest and commitment for safety, to listen to workforce safety concerns and to recognize good performance

**Who:** TotalEnergies managers (including 1<sup>st</sup> line managers) and counterparts in contractor companies

**When:** As often as possible as per plan defined by the entity/affiliate

**How:** Each Joint safety tour should be carefully planned and prepared. It is important to take the time to listen/talk to people, to ask questions to identify avenues for improvement, give praise and encouragement. After the joint safety tour, it is important to debrief and to share the report of the visit with all parties.

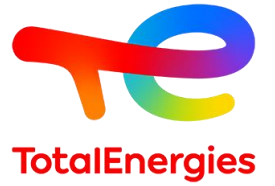


It is not a control exercise to blame professionals.

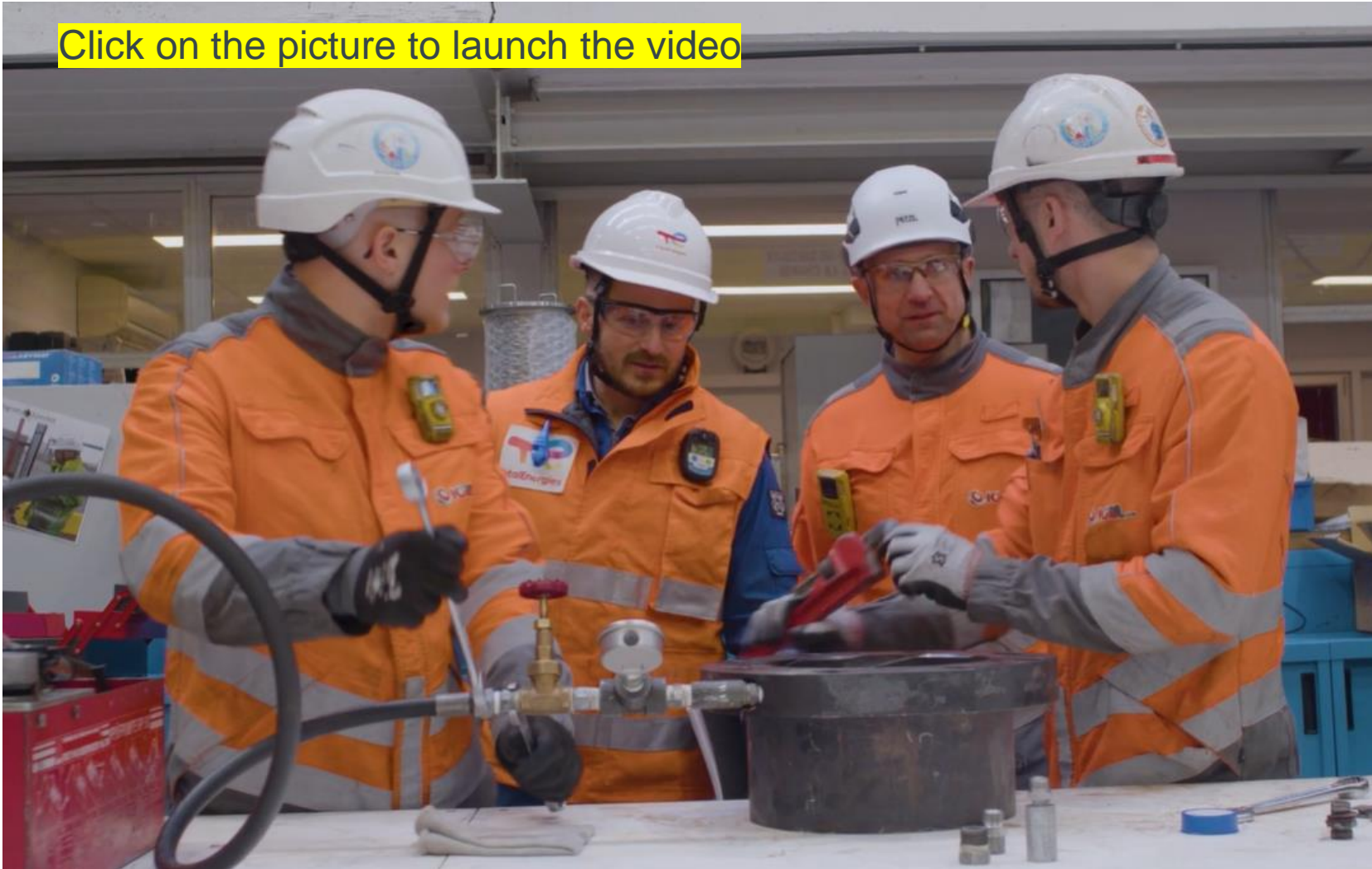


Joint safety tours are not limited to Safety Contract Owners as they represent a limited number of top managers from entities, while **Joint safety tours concern the entire operational line management in relation with contractors.**

# Joint safety tour in practice



Click on the picture to launch the video



Joint safety tour

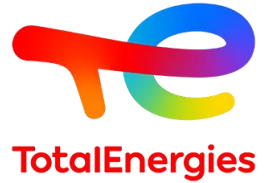


Joint Safety Tours are opportunities for the management of TotalEnergies and contractor's companies to understand the reality on the ground.

Typical duration  
of a Joint safety tour  
**1 to 2 hours**

Typical duration of a debriefing  
**15 to 30 minutes**

# Conclusion



Joint safety tour



**A ritual to  
prevent fatalities  
in the field**

**Our lives first!**



**A ritual giving the opportunity for TotalEnergies and contractors' management:**

**To reinforce their presence in the field**, to demonstrate their interest and commitment for safety;

**To increase awareness and shared vigilance** on activities presenting a risk of fatality;

**To be connected with the team** and to see the reality of how safety measures are implemented;

**To listen to workforce** safety concerns, **discuss issues** and escalate problems.

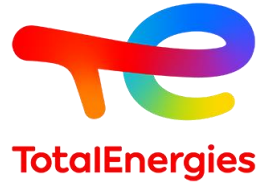
**Good practices** are highlighted, **good performances** are recognized. Areas for progress are discussed, and **improvement actions are jointly defined.**

# ADDITIONAL INFORMATION

*(for personnel performing Joint safety tours)*



## 2 types of Joint safety tours



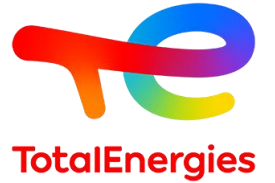
The Company emphasizes two types of Joint safety tours:

- **Daily** Joint safety tours, carried out by operational teams from the site/sector (*daily routine for the management of proximity*)
- **Management** Joint safety tours from the entity or the affiliate

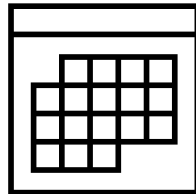
The 4 main phases as detailed in this guide apply mainly to **management** Joint safety tours, although the principles still need to be adapted to **daily** Joint safety tours.



# Conducting a Joint safety tour



- Contact the management representative from the sector/site/project/worksite
- Find out more about the operations/activities ongoing



- Plan the tour with your counterpart from the contractor's company
- Discuss the latest HSE news



- Organize logistics in connection with the host site (including PPE)

# Conducting a Joint safety tour



- Set the example (*e.g. wear your PPE, comply with instructions, etc.*)

- Visit the sector/site/project/worksite

- Observe, ask questions, give praise and encouragement

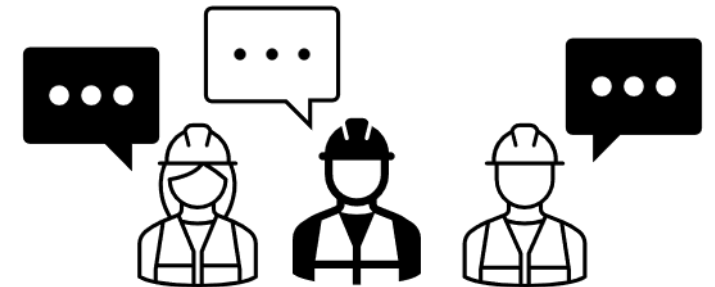
- Strike up discussions, listen/dialogue

- Have someone explain

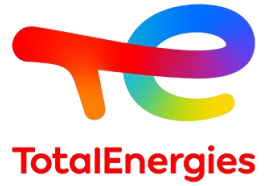
- Be attentive to weak signals

- Check personnel's emergency preparedness

- Intervene if you identify dangerous situations and/or behaviors



# Conducting a Joint safety tour



Prepare the report and feedback with the contractor's representative, bearing in mind the aims of a Joint safety tour. Reporting back to line management and safety managers is recommended. Certain simple actions can be approved and initiated.

Mention actual observed facts and flag up any anomalies in a constructive manner, indicating possible avenues for improvement with a manager from the sector / site / project / work site.

Comment at least one positive practice observed.

Recognize the positive behaviors observed.

Encourage a question/answer session.

Identify and agree on any preventive and/or corrective measures to be taken with those involved.

Determine/assess whether managerial support is required to correct some anomalies.

Make joint commitments with the contractor representative.

Review and clarify the corrective/preventive measures agreed on with the contractor representative and ask for everyone's commitment to ensure they are implemented.

# Conducting a Joint safety tour



## Example of report

Joint safety tour report	
TotalEnergies	Name/surname of manager
	Position of manager
Contractor	Name of contractor's company
	Name/surname of manager
	Position du manager
Accompanying persons (if present)	
Date of the tour	
Location of the tour (site/sector/project/worksite)	
People met during the tour	
Highlights of the tour – Summary of discussions and observations	
Positive points	Improvement points
Decided actions	
Next tour scheduled	
Difficulties, the entity and participants, list to be resolved locally	

Highlights of the tour


Participants, date, location, etc.

Positive points

Improvement points

Agreed actions

Use the planning, reporting and monitoring tools already available within the sector/site/project/worksite to enter the corrective/preventive actions agreed during the tour.



Lead by example: follow up actions until they have been closed out.

# FAQ (*Frequently Asked Questions*)

- **Who performs Joint safety tours?**

- **The entire management team**, from members of the management committee of the entity or the affiliate to first line managers, in relation with contractors, should carry out Joint safety tours. Each Company's site/entity/affiliate defines its list of personnel concerned with the Joint safety tours and identifies their counterparts in contractor's companies.

- **What is the link with safety contract owners?**

- **The safety contract owner is part of the management committee** of the site or the affiliate (see CR-GR-HSE-501), with the role to establish/maintain a high-level dialogue with the contractors' management in order to reinforce the HSE (Health Safety Environment) culture. As such they also conduct Joint safety tours. The three aspects more specific to Joint safety tours are:
  - The specific focus on the prevention of fatalities;
  - The determination to create, because of the frequency, a ritual like the "safety moment" at the beginning of a meeting;
  - The involvement of the entire operational management team in relation with contractors.

- **How often are Joint safety tours carried out?**

- Joint safety tours should be performed **as often as possible as** per the plan defined by the site/entity/affiliate.
- Regular frequency (daily, weekly, monthly) is particularly important. It should not be a blocking point: common sense and practicality help overcome obstacles to go to the field.
- The Company emphasizes two types of Joint safety tours:
  - **Daily** Joint safety tours, carried out by operational teams from the site/sector (*daily routine for the management of proximity*)
  - **Management** Joint safety tours from the entity or the affiliate

- **Is it another type of audit?**

- No, it's neither an audit nor a review of HSE procedures.
- It is not a control exercise to blame professionals.
- It is a joint exercise to observe and interact with the teams in order to understand the reality on the ground.

- **What are the points of vigilance to guarantee the success of a Joint safety tour?**

- Run an inventory of the safety tours already performed and draw up a list of high-risk work sites and activities;
- Prepare a planning for the coming six months/year;
- Ensure good coordination with the contractors involved and plan ahead for the logistical means;
- Stick to current practices (safety tours, Safety contract owners, etc.) and the action follow-up tools and procedures;
- Involvement of middle management is crucial;
- The defined frequency of Joint safety tours is important, to make sure that they become part of a routine.

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