

WDfS 2020 DISCUSSION WORKSHOP



JOINT SAFETY TOURS OUR LIVES FIRST!

ORGANIZATION GUIDE

For the 2020 World Day for Safety, we are inviting you to organize discussion workshops with employees from Total and contractors to talk about Joint safety tours.

45 minutes of constructive discussion

The key idea:

- Give everyone the opportunity to talk about Joint safety tours, discuss how to conducting, the benefits and the brakes.
- Draw constructive conclusions together based on participants' suggestions.

How to organize the workshops?

- Send invitations to employees beforehand (*see invitation template on p°2*)
- Create groups of 5 to 20 people max

Who leads the workshop?

- Member of Management Committee
- Contract Owner (with a representative from the sponsored company),
- Service or team manager

Who should attend?

- Total employees
- Employees from contractors under contract or who are regularly present on site
- Visitors attending the WDfS are invited to attend workshops

And once the workshops are finished?

- You can write a short summary to share with the HSE division using the available form here <https://survey.total.com/total/itw/answer/s/v9p9u8e2oh/k/WDFS2020>

This guide is designed to help you set up these workshop, locally or at a distance



WDfS DISCUSSION WORKSHOPS

JOINT SAFETY TOURS OURS LIVES FIRST!

Invitation to attend a workshop

For the 2020 WDfS, we are inviting you to attend a discussion workshop on the theme: **Joint safety tours.**

During less than one-hour workshop is an opportunity for an open discussion on the benefits and the brakes to conducting a **joint safety tour.**

Think to register.

Managers Kit - PPT presentation



Materials

Additional communication materials.

Find communication supports on the HSE Toolbox:

<https://www.toolbox-hse.total.com/en/world-day-safety-2020>

- Memo
- Poster
- Managers kit
- Videos
- Joint Safety Tours guide, booklet and practical sheet
- Challenge "5 high-risk activities"
- WDfS 2020 Platform for sharing your achievements (login password: WDFS2020)

WDfS 2020 Poster



WORKSHOP LEADERS' GUIDE



Refer to the **workshop leaders' guide** for all the useful information you need to make sure the workshop runs smoothly.

WDfS 2020 DISCUSSION WORKSHOP



JOINT SAFETY TOURS OUR LIVES FIRST!

WORKSHOP LEADERS' GUIDE

Your role as workshop leader

Your role is to facilitate discussions by being neutral in what you say, and not making any judgments.

Program

- Introduce the workshop principle;
- Present the Joint safety tours guide/booklet;
- Show the Joint safety tours video;
- Exchange with attendees.

Follow this leadership advice

- **Encourage attentive listening**, create a climate where everyone can participate and express themselves, without having to worry about what other people might think.
- It is not an information meeting on best practices in safety but a time for discussion to share different ways people perceive and understand safety.

Facilitate discussions and encourage people to speak out:

6 pitfalls



Set a negative climate



Focus more on the problems than on the solutions



Lead the discussion too fast



Lose the thread



Make too many suggestions



Stop the group from reaching its own conclusions

Leading a workshop

Timing

1

Let's get started, we're all ears ;-)

5-10 min.

- Introduce yourself and thank participants for being there.
- Present the workshop objective:
Joint safety tours: benefits and brakes;
High-risk activities:
 - Work at height.
 - Work on powered systems.
 - Lifting operations.
 - Work in confined spaces.
 - Hot work.
- Describe the Joint safety tours tools.
- Show the Joint safety tours video.

2

Encourage participation from the group...

20 min.

- Share opinions on the implementation of Joint safety tours and discuss the advantages and brakes to conduct a tour.
- Identify the proposals to make it a ritual.

3

Summarize the participants' comments and opinions...

5 min.

- GO over the key ideas and group them together,
- List the suggestions made during the workshop.

4

And conclude

10 min.

- Insist on the need to prepare work with contractors, be present in the field, exchange with front line workers, flag up anomalies and intervene when necessary.
- Thank all the participants before ending the workshop.



JOINT SAFETY TOURS

OUR LIVES FIRST!

Discussion summary

Workshop venue		Date	
Leader's name		No. of participants	

How do you think the workshop went?	<input type="checkbox"/> 😊 <input type="checkbox"/> 😐 <input type="checkbox"/> ☹️
List 2 or 3 key ideas mentioned at the workshop	<ul style="list-style-type: none"> • • •
List the main suggestions	<ul style="list-style-type: none"> • • •