



Safety green light



TotalEnergies

Our lives first!



This guide is aimed at people in charge of facilitating the Safety green light. It also targets managers, supervisors and HSE, from TotalEnergies or from Contractors, having a role of encouraging this practice to prevent fatal accidents.

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What?

A final check to start work safely, or no start at all!



The Safety green light is a **brief moment of exchange right before starting work**, to ensure all participants involved in that work are collectively ready to start safely (green light). If conditions are not safe, doubts arise, or there are any changes, the work should be postponed (red light).

Everybody involved is ready to start the work safely



Someone thinks it is unsafe to start, has doubt and/or there's a change in circumstances



Would you take the risk?

You wouldn't cross a road without ensuring it is safe to do so. It typically takes **less than one minute** to check both directions, ensuring all vehicles acknowledge your intent to cross. Failing to do so would risk a collision with a vehicle.

If you perceive a car not slowing down, you wouldn't cross the road, meaning **you would apply the red light to potentially save your life!**

On the contrary, if the approaching car comes to a stop, you'd feel secure, proceeding to cross the road, meaning **you would apply the green light.**

Look both ways
JUST before crossing



Ensuring collective vigilance for a safe start

While we are all competent individuals, it's essential to recognize that, despite our skills and experience, we are still prone to human fallibility. Our brain has the **tendency to work in a «automatic» mode**, and occasionally, **crucial information could be missed**, even by the most experienced of us. **This could lead to an accident.**

Often, when accidents occur, **one or several members of the team may have identified key elements** that played a role in the accident (e.g. change in weather conditions, reshuffling of the team at the last minute, unavailability of the planned tool, misunderstanding of a new procedure, etc.). However, **these factors did not lead to a NO GO because there were not openly communicated** and discussed collectively.

Therefore, the Safety green light is a **mechanism to reinforce our attention in order to anticipate collectively what could go wrong**. It facilitates the ritual of **discussing and openly addressing remarks, doubts, or questions** before commencing work.

Focusing on the work environment, it is also a way to ensure that what is found at the job location is **as planned**, and that **all prerequisites are in place and essential safety measures have been implemented** to commence work safely. It then avoids our tendency to rush and serves as means to increase situational awareness at the job location.

It reinforces the importance of saying STOP if people think the work is unsafe or there is an expression of doubt.

«Routine» or «simple» doesn't mean «no risk»

When walking, you generally don't consciously pay attention to the way you move your feet, especially on familiar routes. You may even think you can do something else whilst walking... Your brain is in a "routine" mode and you've potentially lost awareness of your environment, which can pose a risk.



Examples of what could lead to a NO GO (red light)

- Feeling that a risk is not sufficiently controlled;
- Not feeling well before entering a confined space;
- Doubt in the way to perform the work;
- Doubt about the isolation of equipment;
- Impossibility to perform the work as planned;
- Environmental conditions not found as planned (e.g. excess wind, high/low temperatures, lack of lighting, etc.);
- Coactivity with others (employees, contractors, customers, etc.) not anticipated;
- Identification of a risk not covered in the work permit and associated documents;
- Equipment, tool, PPE not available;
- Etc.

When and where?

Confirming safety **JUST BEFORE** starting and restarting, at the job location



The Safety green light procedure takes place just **before starting or resuming work to ensure unanimous agreement from all workers** that it is safe to proceed.

Given that one of its primary goals is to enhance awareness of the work environment, conducting the Safety green light **at the job location** is crucial. In cases where this is impractical due to factors such as excessive noise preventing effective communication, it should be conducted at the nearest convenient location.

It's important to note that the Safety green light is a **brief process**. For most works, it shouldn't extend beyond few minutes.

The **Safety green light is a mindset that should be consistently reinforced during the execution of the work**, especially in the following circumstances:

- Whenever a worker or a team encounters a new or high-risk situation;
- During shift handovers;
- After taking a break;
- When there's a change in the working environment;
- Whenever there is confusion, doubt, or uncertainty while performing a work.



While it is mandatory for works carried out under a work permit, it is worth noting that this informal process **can be applied to any activity** to enhance awareness and minimize errors.

Active engagement from all

Everyone involved in the work must be present and **should actively participate** in the Safety green light.

The Safety green light is **animated by the contractor team leader or anyone who can effectively engage** with others. It is generally the same person who conducted the Pre-job briefing, particularly when the Safety green light concludes the Pre-job briefing. However, in different situations, it's acceptable for someone else, with the same capacity and skills to engage with other people, to lead it.

If a single person is performing the work, they should follow the same process. Even though they may not interact with others, they should use the Safety green light CARD as a prompt and take a few minutes for personal reflection.



What we expect from participants:

- **Feel free** to say what you think and how you feel about the situation.
- **Anyone present, experienced or not, is encouraged to speak up.**
- **Show respect** for one another and for differing opinions.
- **Let's value and make good use of the team's experience.**



As a facilitator of the Safety green light:

- **Engage** with all workers.
- **Listen** to all workers.
- With your own words, **encourage** them to speak up, to ask questions and make remarks regarding the work to be done, the risks and associated control measures.
- **Focus** the exchange on risks which could lead to a **fatal accidents**.
- **Ensure that there is no doubt or concern** regarding the the work to be done.
- Ensure each worker is OK to start and to perform work safely: **GO** or **NO GO**.



As a manager, supervisor or HSE from TotalEnergies or from Contractors:

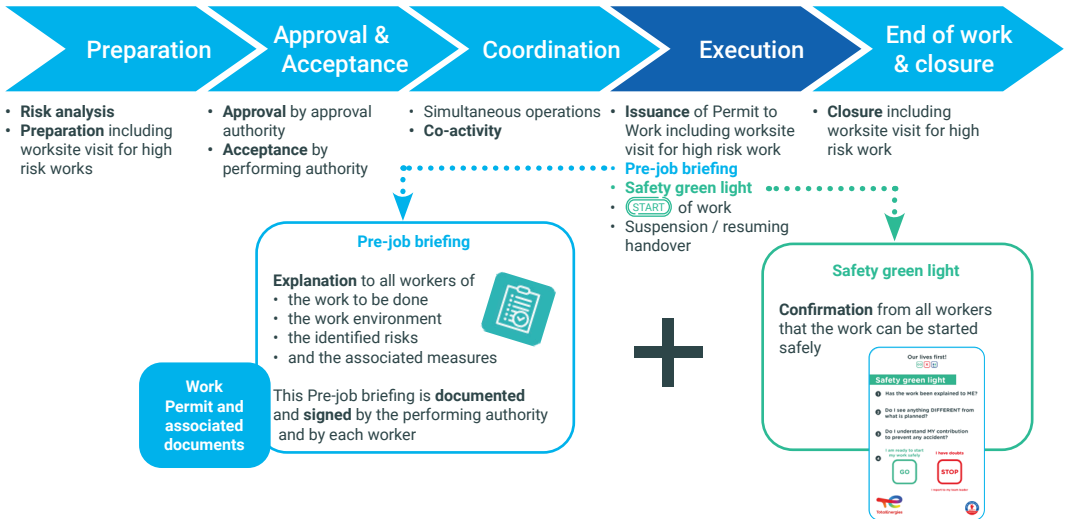
- **When visiting work sites**, don't focus on collecting signatures on paperwork.
- **Talk to the workers** to make sure they know about fatal risks and how to stay safe. If you think things might not be safe, stop the job and find out why.
- **Join in** on Safety green light activities as often as you can.
- **Praise and support** the idea that anyone can stop work and save lives when they see a risk.





Safety green light and Pre-job briefing

A perfect PAIR for Safety

As illustrated below, there is direct link between the **Pre-job briefing** and the **Safety green light**. **One does not replace the other, but they complement each other.** In fact, Pre-job briefing, also called Safety talk or Tool box talk, plays a pivotal role in the Work Permit Process and precedes the Safety green light. During the Pre-job briefing, the Performing Authority **sets the scene** by **explaining to all workers the content of the Work Permit and all related documents** (operating procedure, work environment, identified risks and associated control measures), with special emphasis on **risks which could potentially result in a fatal accident.**



In many cases, the Safety green light is performed in the continuity of the Pre-job briefing. **The Safety green light is then a way to conclude the Pre-job briefing** ensuring that all workers have understood the key messages and have had the opportunity to voice their concerns or seek clarification if needed. However, when the Safety green light is distant from the Pre-job briefing, it becomes crucial to revisit the information conveyed during the Pre-job briefing to **verify whether what is observed at the job site aligns with the information shared during the Pre-job briefing.**

Safety Practice	What	How long	When	Where
 Pre-job briefing	Formal transmission of information using the Work Permit and associated documentation, <u>signed</u>	The time required to explain and ensure understanding of the work to be done, the risks and associated control measures	After issuance of the Work Permit and before the Safety green light	At the job location or at the safest environment nearby
Safety green light 	Informal dialogue, <u>not signed</u>	Brief , the time required for the final confirmation from all workers	Just before starting the work	

Practical example of Pre-job briefing

Pre-job briefing

The Pre-job briefing is conducted *with all workers* using the operating procedure, work permit and associated documentation

Company :
JOHNSON Pipes and Co.

Work area :
Building A

Date : 16/10/2023

Work permit n° : 20231016-25

- 1) The work to be done and the work environment have been described and understood
- 2) The exact location and the equipment to work on have been identified and understood
- 3) The risks and associated control measures have been explained and understood
- 4) The team has been aware of adjacent work activities and associated control measures are understood
- 5) The emergency procedure has been explained and is understood, and all means are available
- 6) If any, return of experience (REX) from the team has been shared
- 7) The way to manage changes is understood

Team members' names and signatures

P. BROWN : *Brown*

J. BOLDER : **JOHN BOLDER**

T. WRIGHT : *Wright*



SAFETY GREEN LIGHT



How?

Gather, talk and prevent accidents

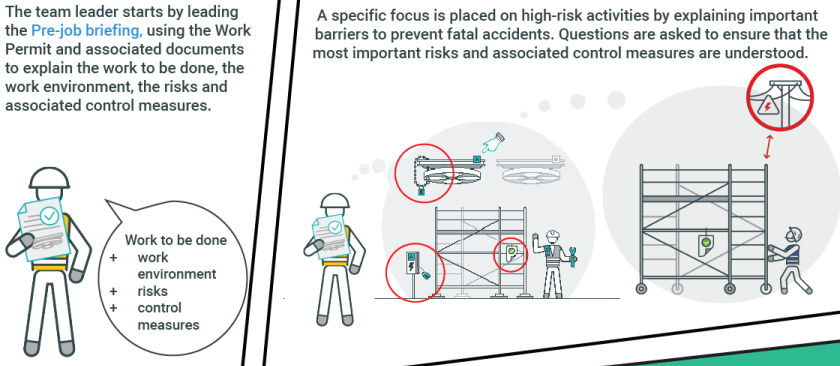
Once the Performing Authority has received the Work Permit from TotalEnergies, the team in charge of carrying the work gathers at a quiet location.

PRE-JOB BRIEFING

The team leader starts by leading the **Pre-job briefing**, using the Work Permit and associated documents to explain the work to be done, the work environment, the risks and the associated control measures.

Work to be done
+
work environment
+
risks
+
control measures

A specific focus is placed on high-risk activities by explaining important barriers to prevent fatal accidents. Questions are asked to ensure that the most important risks and associated control measures are understood.



SAFETY GREEN LIGHT

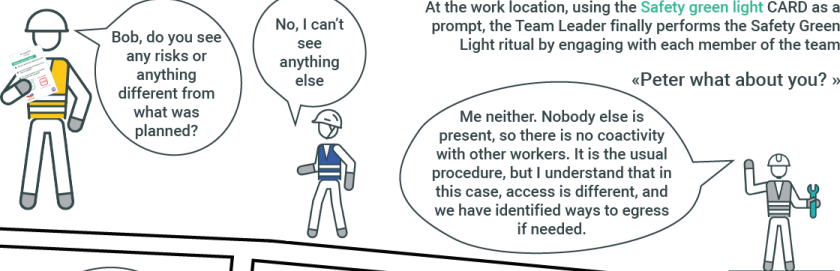
At the work location, using the **Safety green light CARD** as a prompt, the Team Leader finally performs the Safety Green Light ritual by engaging with each member of the team

«Peter what about you? »

Bob, do you see any risks or anything different from what was planned?

No, I can't see anything else


Me neither. Nobody else is present, so there is no coactivity with other workers. It is the usual procedure, but I understand that in this case, access is different, and we have identified ways to egress if needed.



Peter, is everything clear for you? Have you understood YOUR contribution to prevent any accident?




Yes, all clear, I will change the transmission belt, the equipment has been blocked and isolated, it's been proven to ME by the operator.



«Bob what about you? »

Ok for me as well, we are using a mobile scaffold, so I've checked that it has been verified and that there is no electrical line on the way, no risk of electrocution.





Safety green light and Stop Card

When saying STOP, nobody will face any consequence

The Safety green light is one of the operational applications of the Stop Card.



While the Stop Card initially focus on the individual actions in response to a potential danger, **the Safety green light promotes a collective thinking process, also creating a sense of responsibility of each team member, providing more opportunities to embody the essence of the Stop Card when necessary.**

Consequently, **no team member will face any consequences** if they choose to not start the work, and/or halt the work, due to concerns about safety, lack of clarity, incomplete understanding, or any doubt.

In fact, **such actions are acknowledged and encouraged**, and any employees are invited to report such exemplary behaviours through a dedicated TotalEnergies tool known as Safety+. *Access to the tool:* <https://safetyplus.totalenergies.com/en>

«**Red light**» **cases are captured** in order to analyze potential causes of malfunctions and to identify required actions **for continual improvement**. This can be managed through the existing anomaly reporting system or any equivalent system making possible to capture this information.

What should be done in case of NO GO (red light)?

The work must not start and, after ensuring the area is safe or made safe if necessary, the issue must be reported to the team leader if not already involved in the discussion that led to the NO GO. The team leader should then inform the TotalEnergies representative in charge of the work or in charge of the area, as per the local procedure.

The Contractor seems to have a similar process in place, does the team leader have to perform the Pre-job briefing and/or the Safety green light, using TotalEnergies forms?

The contractor's process has to be evaluated to ensure it matches all expectations. If yes, it must be formally approved and communicated to all parties.

For the **Pre-job briefing**, elements to be checked are as follows:

- Is it formalized?
- Does it cover the work to be done, the risks and associated control measures?
- Does it make a link to the Work Permit and associated documents?
- Is it signed by all workers?

Similarly, it must be ensured that a **last-minute discussion equivalent to the Safety green light leading to a GO/NO GO** is held just before starting the job.

The Safety green light card is still distributed to remind everyone that it's okay for any worker to speak up if they have questions, feel not confident or think some risks are not covered.

Does a person working alone need to perform the Safety green light?

Yes. Even if you're working alone, it's important to take a short moment for personal reflection to make you more aware of your surroundings, just before starting the work.

A worker carries out a work that lasts several days, does he/she need to perform the Safety green light at the start of each day?

Yes, as it is a way to increase situational awareness and as changes could occur, particularly in the work environment, the Safety green light should be repeated each time at the start and restart of the work.

An activity is not covered by a Work Permit, is the Safety green light required?

No, it is not required according to TotalEnergies Company Rules. However, because it is a quick mental process to make you more alert and thoughtful, and because it helps you stay aware of your surroundings, you are encouraged to use the Safety green light before starting a work.

An activity required a formal verification by a TotalEnergies employee prior to the issue of a Work Permit. Is the Safety green light still required?

Yes, as the Work Permit is not issued yet. The Safety green light is required after the Pre-job briefing which is carried out after issuance of the Work Permit.

Note: Depending on organizations and/or when the Work Permit requires the presence of TotalEnergies personnel, he/she should also be present and participate to this last-minute discussion.

A work is covered by a prestart checklist (e.g. Safe-To-Lift, High Pressure Cleaning, etc.) which is required to be completed before starting the work, are the Pre-job briefing and Safety green light required?

Yes. The prestart checklist does not replace the Pre-job briefing and does not replace the Safety green light either. The prestart checklist is a way to verify the good implementation of key control measures once the worksite has been set up.

As a contractor, I have been asked to carry out a "Life saving checks" after the Pre-job briefing, is the Safety green light still required?

Yes, since these actions serve different purposes:

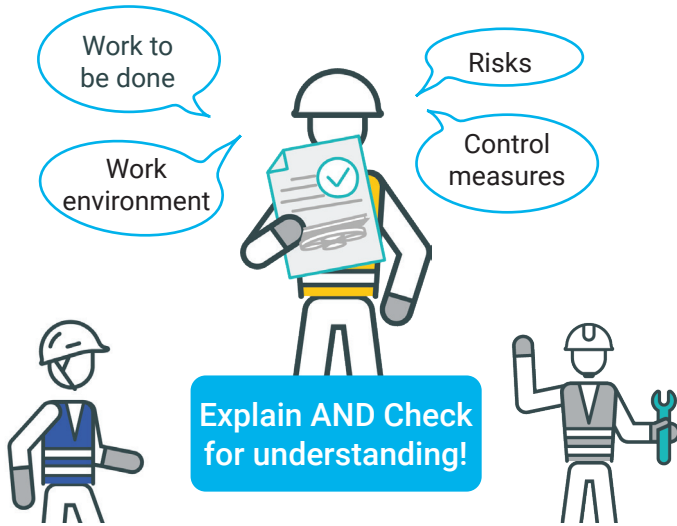
- Life saving checks are checklist-based observations made during the execution of a high-risk activity. Even if some entities use them as prestart checklists, Life saving checks should be privileged during the execution of work.
- Safety green light is a brief moment of

exchange right before starting a work ensuring that all workers are prepared for a safe start (green light). If conditions are not safe, doubts arise, or there are any changes, the work should be postponed (red light).

My HSE supervisor conducts monthly talks to reinforce rules, do we have to perform the Pre-job briefing and/or the Safety green light?

Yes, since any general and/or periodic meeting/talk is not specific to a work, when the Pre-job briefing and the Safety green light are directly linked to the work to be done.

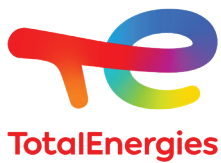
Pre-job briefing



JUST before starting and restarting a work
Everyone is encouraged to speak up!

Safety green light





Direction HSE

TotalEnergies SE

Siège social:

2 place Jean-Miller - La Défense 6

92078 Paris-La Défense Cedex- France

Tél: +33 (0)1 47 44 45 46

Capital social: 6 340 193 800 €

542 051 180 RCS Nanterre



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