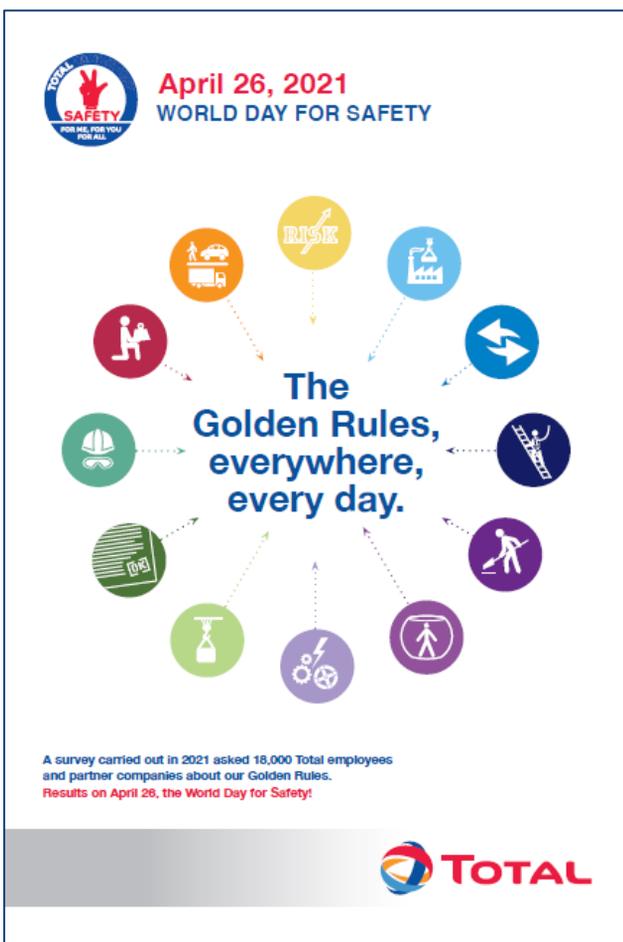


WDFS 2021 DISCUSSION WORKSHOPS GUIDE



For the Word Day for Safety 2021, we encourage you to organize discussion workshops with employees from Total and contractors to talk about the Total's Golden Rules and their practical implementation.



This guide is designed to help you set up these workshops locally or remotely.

An hour of constructive discussion

Workshop objectives:

- Let everybody have their say to comment on the proposed topic.
- Share viewpoints, experiences, ways of working and ideas.
- Collectively come to a consensus on the conclusions put forward by participants.

How to organize the workshops? IN COMPLIANCE WITH CURRENT HEALTH RECOMMENDATIONS

- Book a one-hour time-slot via Teams, in a room, on site.
- Invite employees beforehand (see invitation template on the back)
- Create groups of 5 to 20 people at the most.

Who leads the workshop?

- A member of the Management Committee.
- A Contract owner (with a representative from the sponsored company).
- Department manager or team leader.

Who can attend?

- Total employees
- Employees from contractors under contract or frequently present on site.
- Visitors present for the WdFS are invited to take part in a workshop.

And after the workshop?

- You can use the support on page 4 and complete the online form.



WDFS 2021 DISCUSSION WORKSHOPS

PREPARE

Standard invitation message

For the WDFS 2021, you are invited to participate in a discussion workshop on the **Total's Golden Rules and their practical implementation**.

For less than one hour, we will have an open discussion about the results of the IPSOS survey and we will exchange our views.

Remember to sign up.

Available support media

Communication support media

The WDFS 2021 support media are available in the HSE Toolbox

<https://www.toolbox-hse.total.com/en/world-day-safety-2021>

- Managers' kit
- Memo
- Poster
- Digital challenge

LEAD

Your role as workshop leader

Your role is to make discussions flow, by adopting a neutral position, with no value judgment.

Follow these tips for leading a workshop

- **Listen carefully**, make sure that everyone can participate and express themselves, without worrying about what others think.
- The workshop is not a meeting to inform people on best practices in safety, but a time for discussion and exchange on how work situations and risk management are perceived.
- **Make discussion easy and encourage people to express themselves:**

6 pitfalls to avoid



Setting the wrong tone



Leading discussions too fast



Focusing more on problems than solutions



Losing your train of thought



Making too many suggestions



Preventing the group from drawing its own conclusions

Workshop timeline

Timing

1

Off you go, we're listening ;-)

5-10 mins.

- Introduce yourself, thank participants for attending.
- Explain the workshop principle and objectives.
- Describe the proposed topic (*see next page*).
- Show the support medium you have selected from the HSE Toolbox.

2

Encourage the group to participate

20 mins.

- Share opinions, experiences, ideas, doubts.
- Pinpoint blocking situations.
- Identify proposals for improvement.

3

Summarize what participants have said

5 mins.

- Reiterate key ideas and group them together.
- List the proposals made during the workshop.

4

And conclude!

10 mins.

- Insist on the need to prepare operations with contractors, be present in the field, discuss work with the operators, identify anomalies and intervene.
- Thank all the participants before closing the workshop.



PROPOSED TOPICS

#1 GR Application and Compliance

What would make Golden Rules application and compliance easier?

*Participants discussed how they implement Total's Golden Rules in their activities.
Proposal of solutions.*

Ask questions on the following points:

What are the Golden Rules that are not easy to apply?

Can you describe situations you have experienced to illustrate these difficulties?

What do you think the reasons are?

How are the Golden Rules really explained and illustrated?

Is work preparation critical to improve awareness and compliance?

What do you expect from management?

#2 The brakes to talk for safety

How to overcome doubt and promote *speak up* if a possible hazard is observed?

Participants talk about their experience, their knowledge of the subject: "he/I decided to say it, he didn't /I didn't say anything".

Ask questions on the following points:

Have you ever observed a potentially dangerous situation, and have you intervened?

If so, what happened (reaction of teammates/peers, hierarchy)?

If not, what was the reason?

What would it take to overcome doubt and speak up?

What can your manager or colleagues do to help?

What can you do to help others?

#3 Improve the Golden Rules

How to improve Golden Rules and their adoption?

Participants react to the following proposals and give their opinions, make suggestions.

Exchange:

How to translate into concrete actions in your entity/subsidiary the following four areas of improvement formulated by survey respondents:

- Discussion of the implementation of GRs;
- Communication of GRs;
- Training for GRs;
- Check compliance on the field.

#4 You wish to discuss another safety-related topic

Discuss or describe a safety-related topic. Even better, ask the participants.

Media: corporate news, news, social networks.

Ask questions on the following points:

What happened?

How did the situation get worse?

What clues could have been identified before the event?

Would it have been possible to report it before?

What should be done not to repeat this situation?

What Golden Rule could have responded to this situation?

Any other issues that will fuel the discussion.

GR = Golden Rules



WDFS 2021 DISCUSSION WORKSHOPS

Discussion summary

Workshop venue		Date	
Workshop 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 during the workshop	<ul style="list-style-type: none">		
List the main proposals			



Share your summary with HSE Division by completing the form

<https://forms.office.com/r/FsG3tfE4La>

