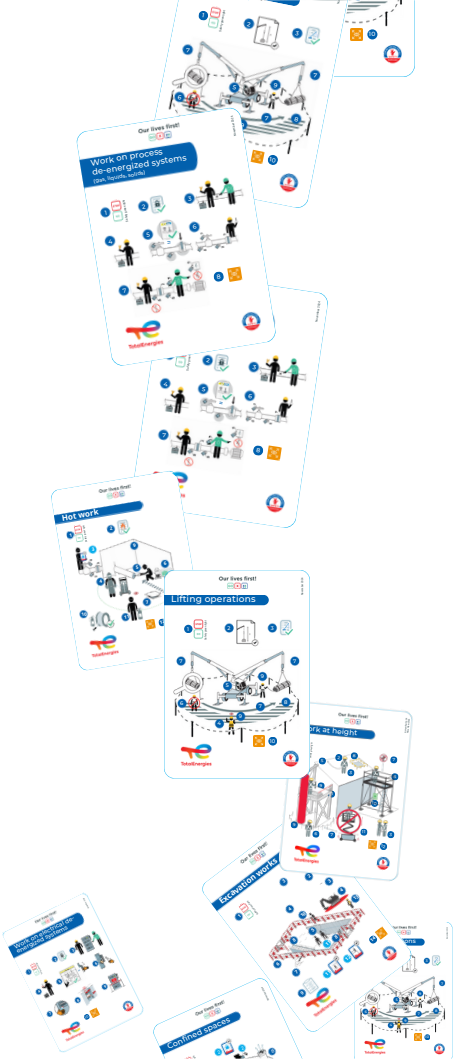


Life saving checks :

Field checks of activities presenting a risk of fatality

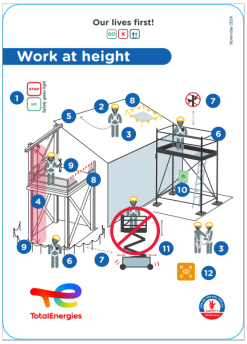
Practical Guide

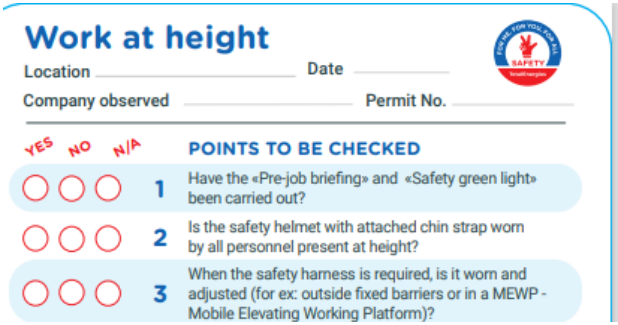
TotalEnergies

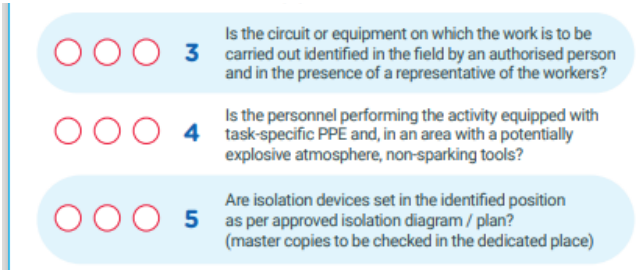
TABLE OF CONTENT

1. Purpose

This guide provides recommendations for performing “Life saving checks”, which are compliance checks carried out in the field of the most life-threatening activities. Life-saving checks are one of the 3 rituals of the OneHSE “Our Lives First” program.







2. Objectives of the Life saving checks

The main objective of carrying out Life saving checks is to **avoid fatal accidents.**

For this, **specific checklists (see Chapter 3.7 and Appendix 1) for life-threatening activities can be used in the field.** These checklists describe the essential conditions and actions which, when taken together, can save one or more lives when carrying out activities with fatal risk.

"Life-threatening activities" mean, at a minimum, the high-risk works mentioned in Chapter 3.1 of this guide.

These controls make it possible to:

- **Strengthen the supervision in the field** of life-threatening activities by carrying out a large number of checks on a regular and systematic basis;
- **Position** the managers of the Company and those of Contractors as the main drivers of operational discipline (see Chapter 3.2);
- **Observe** the employees of the Company and those of Contractors and give them immediate feedback on good practices and/or anomalies to be corrected, or even intervene and stop a work in progress in the event of non-compliance with the applicable rules or when uncontrolled actions or risks are observed;
- **Motivate and recognise** the best players in the operational discipline by posting local results of field checks;
- **Monitor and analyse the non-compliance for continuous improvement;**
- **Create a competitive spirit** between Contractors, by posting their respective compliance rates locally;
- Over time and based on historic data, **identify at branch level, entities and affiliates whose risk level increases.**

Note:
All material (presentation, video, guideline, checklists) related to the "Life saving checks" are available on the HSE Toolbox (https://toolbox-hse.totalenergies.com/en/our-lives-first/life-saving-checks).

3. Detailed description

3.1 What to check?

Life saving checks relate to life-threatening activities carried out by personnel from the Company or by that of Contractors. **As a minimum:**

- Work at height;
- Work on powered systems;
- Lifting operations;
- Work in confined spaces;
- Hot work.

Additional Life saving checks have also been developed for other life-threatening risk activities regularly performed within the Companies (e.g. manual high pressure water jet cleaning, excavation, etc.). Entities and affiliates are encouraged to carry out Life saving checks for those activities when relevant.

Note:
The content and format of existing "Life saving checks" cannot be modified by entities and affiliates according to their particularities, unless required by local legal requirements.
However, if entities and affiliates identify additional Life-threatening risk activities, they can propose new « Live saving checks» for those with validation by One HSE.
Each entity and affiliate can also develop their own checklist with this format for **non-life threatening activities, but they cannot call them "Life saving checks".**

3.2 Who performs Life saving checks?

Life saving checks are carried out by personnel from the Company's entity or affiliate, or from Contractors: first level supervisors, middle managers, executives or any other person identified/ designated by each party.

Life saving checks are not carried out by the personnel carrying out the work, nor necessarily carried out jointly (i.e. the entity or affiliate with the Contractor).

It is essential that a large number of Life saving checks are carried out and that the entire hierarchical line, in addition to the HSE teams, is involved

Important: Checklists are simple and designed to be used by non-expert personnel. They do not replace Contractors' tools and checklists designed to be used by specialists in the trade for their own needs and allowing deeper verification.

Who?	Objective:
Supervisory level of the Company entity/affiliate or of the Contractor - 1st level supervisors - Field HSE staff	Carrying out **a large number** of field checks
Intermediate level - Hierarchical line of the Company entity/affiliate (beyond the supervision level, excluding members of the Management Committee (Codir)) - Hierarchical line of the Contractor (beyond the supervision level, excluding management based off-site	**Management involvement and visibility** in the field
Management Committee level - Management Committee of the entity/affiliate of the Company - Management of the Contractor (based off-site - at the level of a local agency or headquarters, depending on the organization of the company)	**Management involvement and visibility** in the field

Fig.1: Personnel who could performance Life saving checks

3.3 Where to carry out Life saving checks?

The Checks are carried out in the field, where the life-threatening activity takes place.

3.4 When to carry out Life saving checks?

The observation of life-threatening activities takes place **during the execution of the work.** The checks are brief (approximately 15 minutes) in order to **multiply the number carried out each day.**
Note that carrying out these checks may temporarily interrupt the work of the observed team and especially if a non-conformity is observed.

3.5 How to carry out Life saving checks?

The Life saving checks are carried out using checklists for each life-threatening activity.
The templates presented in Appendix 1 are available to entities and affiliates. Life saving checks are also available in electronic format on the HSE Toolbox on WAT.
The use of these checklists and the associated diagrams facilitates the **observation of good practices and the identification of possible non-conformities.**

If a non-conformity is observed, the person carrying out the field check has the authority to stop the activity if necessary, for example by using the Stop Card (see Chapter 4.1).
The names of individuals are not noted during field checks, but only that of the company observed (the entity or affiliate, or a Contractor).

3.6 Reporting and analysis

Les indicateurs de performance clés (KPIs) à suivre localement sont définis comme suit :

- **The control rate (%) of life-threatening activities,** that is to say the number of field checks carried out in relation to the monthly target that the entity or affiliate sets itself; this can be monitored globally, but can also be done by life-threatening activity/Life saving checks, allowing local management to ensure good representativity of field checks and to reoriente them if needed;
- **The compliance rate (%) for each life-threatening activity/Life saving checks,** allowing a better identification of areas requiring specific attention/improvement;
- **The compliance rate (%) of each company** (the Company entity or affiliate and its various contractors), i.e. the average of the compliance rates of the Life saving checks carried out over a given period

Non-compliant points must be analysed to identify any reoccurrence and to understand potential causes. The objective is again to identify areas requiring improvement.

The number of Life saving checks carried out is communicated each month to the relevant HSE Division of the branch, for a consolidation at Company level.

3.7 Tools

In Appendix 1, checklists are available for the activities recording the highest number of fatal accidents within the Company's perimeter.

We find **on the front** of each card:

- A diagram representing the life-threatening activity;
- The points to check, with numbers that can be found in the checklist on the back;

and on the back:

- The checklist
- Fields to be completed: the place, the date, the name of the Company observed, the reference number of the work permit, any comments, the name of the person carrying out the check, the name of their Company and their signature.

All the points proposed in the checklists **are observable, proven** and they contribute to **saving one or more lives when they are respected.** They were selected from our key rules (Golden Rules and Company Rules).

3.8 Carrying out Life saving checks

Ideally, Life saving checks take place according to the following steps.

1. **Prepare**
   Organise the Life saving check by taking the schedule of life-threatening activities into account and by contacting the operational manager (or any designated person).

2. **Go into the Field**
   After authorization of the person responsible of the area, go to the work site on the date and at the agreed time, with the appropriate personal protective equipment and the checklist(s) corresponding to the activity.

3. **Introduce Yourself**
   On arrival at the work site, introduce yourself and explain to the participants the objective of the Life saving check.

4. **Observe**
   Observe the activity using the checklist and question the workers if necessary.
   Keep in mind: this is a compliance check based on observable and indisputable elements, not a safety tour. It is therefore recommended to limit exchanges with the workers to the points to be checked in the checklist.

5. **Check**
   Using the diagram on the front, fill out the checklist corresponding to the controlled activity, by checking «YES», «NO» or «N/A» for each point to be checked.

6. **Intervene**
   Intervene and if necessary, stop the activity for example by using the Stop Card in the event of an observed non-compliance, or any other situation liable to develop into an accident.

7. **Feeback**
   If the result of the check justifies it, it is important to immediately give feedback to the worker(s). In particular, give positive feedback on any good practice or exemplary behavior observed.

8. **Report**
   Ensure the recording of the Life saving check results, as per the entity or affiliate's procedure.

4. Special instruction

4.1 Observation of Non-conformity

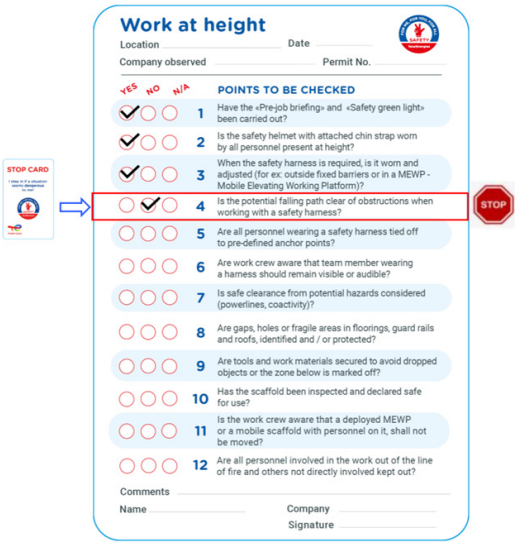
If a non-compliant point is observed:

1. The person carrying out the Life saving check intervenes, in the form of a simple question to ensure that there is no risk or stops the work in progress if necessary. This interruption makes it possible to initiate a discussion with the workers and their supervisor, or even with other managers, to resolve the observed non-compliance. This can be recorded on the checklist as seen below.

2. If necessary, modifications to the way of working are made before resuming the work in progress.

3. If the problem cannot be resolved immediately, work is suspended pending the implementation of appropriate measures.

4. The use of the Stop Card is then the subject of feedback at the level of the entity or affiliate, in order to identify areas for improvement and facilitate the sharing of experiences.

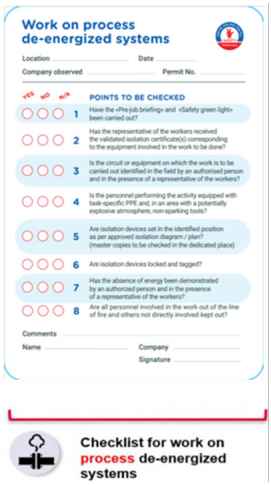


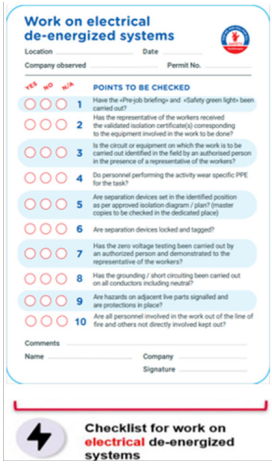
4.2 Powered systems checklist

For work on powered systems, there are 2 checklists covering:

- Work on process de-energised systems;
- Work on electrical de-energised systems.

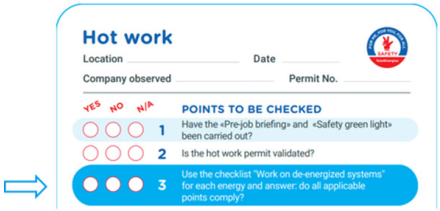
Depending on the system on which the work takes place, one or both of these checklists can be used.





4.3 Referral to other checklists

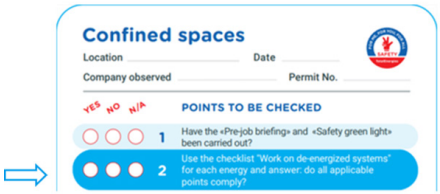
When work involves more than one activity, other checklists can be use. So, one of the points to check in the «**Hot work**» and «**Confined spaces**» checklists refers to the checklists concerning powered systems mentioned in the previous chapter.


Hot work

Location _____ Date _____

Company observed _____ Permit No. _____

YES	NO	N/A	POINTS TO BE CHECKED
○	○	○	1 Have the «Pre-job briefing» and «Safety green light» been carried out?
○	○	○	2 Is the hot work permit validated?
●	●	●	3 Use the checklist "Work on de-energized systems" for each energy and answer: do all applicable points comply?


Confined spaces

Location _____ Date _____

Company observed _____ Permit No. _____

YES	NO	N/A	POINTS TO BE CHECKED
○	○	○	1 Have the «Pre-job briefing» and «Safety green light» been carried out?
●	●	●	2 Use the checklist "Work on de-energized systems" for each energy and answer: do all applicable points comply?

<u>Example:</u> inspection work in a storage tank with agitator. The following checklists can be used:

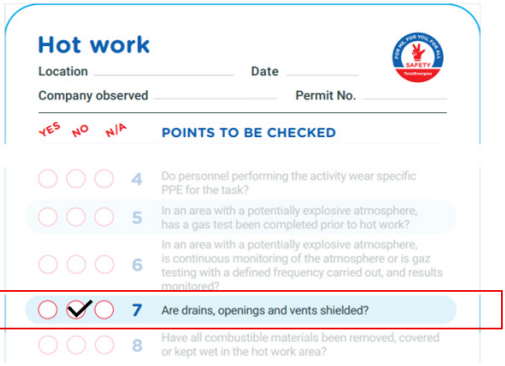
- Checklist “Work on de-energized process systems”: isolation of the tank;
- Checklist “Work on de-energized electrical systems”: electrical isolation of the agitator;
- Checklist “Confined spaces”: entry into the tank for inspection.

4.4 Conformity assessment

If a point to be checked concerns several elements, and one of these elements is not in conformity, then the point will be marked as «NO» (not in conformity).
The conformity of a point to be checked corresponds to the initial situation observed, that is to say before correction/adjustment of the situation if this was necessary for the resumption of the works.

Example: checklist «Hot work», point #7:
It is observed that among the 3 drains present in the hot work zone there is one which is not shielded.

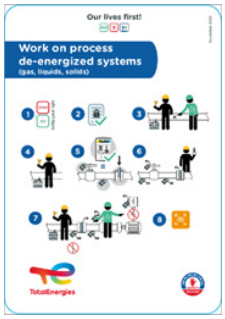
--> Point #7 must be evaluated as non-compliant

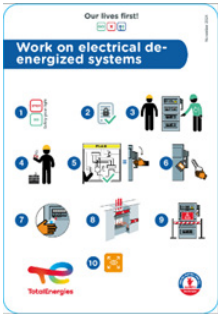

Hot work

Location _____ Date _____

Company observed _____ Permit No. _____

YES	NO	N/A	POINTS TO BE CHECKED
○	○	○	4 Do personnel performing the activity wear specific PPE for the task?
○	○	○	5 In an area with a potentially explosive atmosphere, has a gas test been completed prior to hot work?
○	○	○	6 In an area with a potentially explosive atmosphere, is continuous monitoring of the atmosphere or is gaz testing with a defined frequency carried out, and results monitored?
○	✓	○	7 Are drains, openings and vents shielded?
○	○	○	8 Have all combustible materials been removed, covered or kept wet in the hot work area?





5. Reference documents

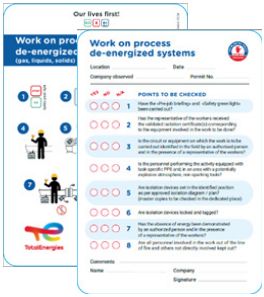
CR-GR-HSE-402	Permit to Work Process
CR-GR-HSE-419	HSE Requirements for Excavation Works
CR-GR-HSE-420	HSE Requirements for Lifting Operations
CR-GR-HSE-424	Working With High Pressure Water Jets
CR-GR-HSE-425	HSE Requirements for Work at Height
CR-GR-HSE-428	HSE Requirements for the Isolation of Powered Systems: Process and mechanical Systems
CR-GR-HSE-429	HSE Requirements for Confined Space Entry
CR-GR-HSE-432	HSE Requirements for the Isolation of Powered Systems: Electrical Systems
GM-GR-HSE-122	Stop Card
GM-GR-HSE-412	Working with High-Pressure Water Jets
GM-GR-HSE-435	Guideline for safe operations and interventions on or near electrical systems

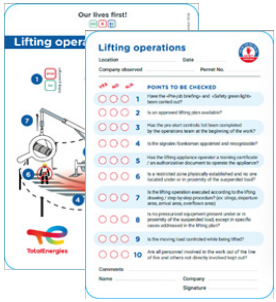
6. Appendix

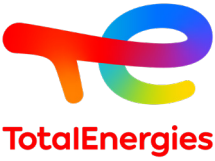
Appendix 1 : Checklists

All “Life saving checks” (including additional ones validated at Corporate level) are available on the HSE Toolbox which is the reference: https://toolbox-hse.totalenergies.com/en/our-lives-first/life-saving-checks

For information, here are some examples of existing cards at the beginning of January 2025.







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