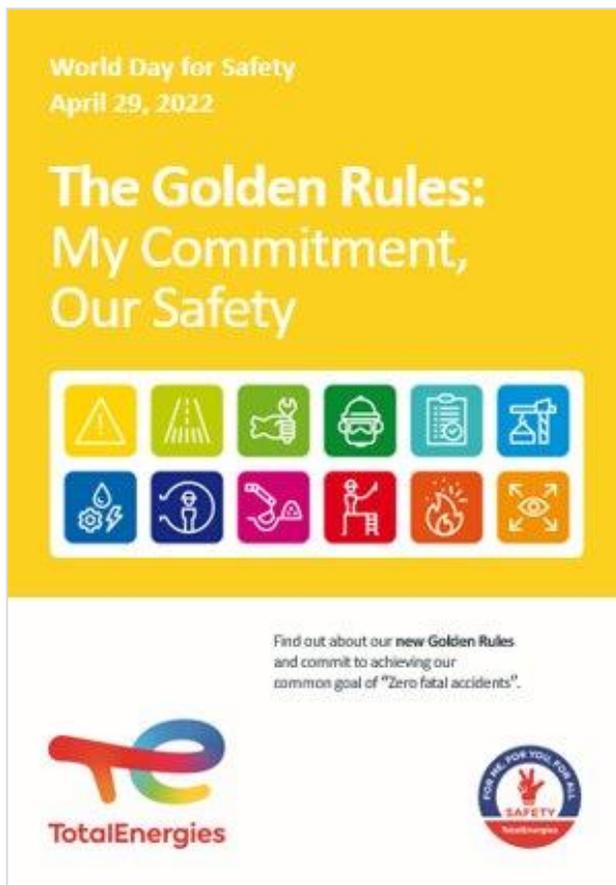


WDFS 2022 INFORMATION & DISCUSSION SESSION GUIDE



For the 2022 World Day for Safety, we are inviting you to organize information & discussion sessions with employees from TotalEnergies and contractors to present the new Golden Rules.



This guide is designed to help you lead the session locally or remotely

Purpose of the session:

For about an hour:

- Hand out the new booklet and present the new Golden Rules. The wording using the first person, the pictograms and the two new Golden Rules, 11 & 12;
- Remind people of the important role the Golden Rules play in accident prevention;
- Identify factors that would make it easier to apply them in the field;
- Present the local post-WDfS 2022 roll-out program.

How to organize the session?

IN COMPLIANCE WITH COVID MEASURES

- Book a 1-hr time slot (on-site or by Teams);
- Invite employees ahead of the session (*see example invitation on back of sheet*);
- Create groups of 5 to 20 people max.

Who leads the session?

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

Who should attend?

- **Employees from TotalEnergies and from contractors** who are regularly present on site;
- **Visitors attending the WDFS** are invited to participate in a session.

And after that?

- You can send key points from your discussions to the HSE Division.

WDFS 2022 INFORMATION & DISCUSSION SESSION GUIDE

PREPARE

Standard invitation message

“ For the WDFS 2022, we are inviting you to take part in a presentation & discussion session on the topic of the **new Golden Rules at TotalEnergies**.

For about an hour, we will look at the new Golden Rules and discuss how they have changed. This session will also be an opportunity to present you the roll-out program, which will run from May to December, 2022.

Sign up now! ”

LEAD

Your role as session leader

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

Follow this leadership advice

- **Encourage attentive listening**, create a climate where everyone can participate and give their opinions, without having to worry about what other people might think.
- The session should be an opportunity for everyone to gather information, express their points of view and identify factors that help people appropriate the Golden Rules.
- **Facilitate discussions and encourage people to speak out.**

6 pitfalls to avoid



Setting the wrong tone



Leading the discussion too fast



Focusing more on the problems than on the solutions



Losing the thread



Making too many suggestions



Preventing the group from reaching its own conclusions

Available support media

Communication support media

The WDFS 2022 support media are available in the HSE Toolbox.

<https://toolbox-hse.totalenergies.com/en/world-day-safety-2022>

- Manager's kit;
- Memo;
- Poster;
- Booklet on TotalEnergies' new Golden Rules;
- Video to memorize the Golden Rules.

Session Schedule

Timing

1

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

5 -10 mins

- Introduce yourself and thank participants for being there;
- Explain the principle and purpose of the session;
- Hand out and project the booklet on the new Golden Rules that you will have downloaded from the HSE Toolbox.

2

Encourage participation from the group...

20 mins

- Share opinions, comments, questions on the wording and the roll-out program for the new Golden Rules.

3

Summarize the discussions

5 mins

- Rework and regroup the key ideas put forward by participants.

4

And in conclusion...

10 mins

- Remind people of the important role the Golden Rules play in preventing accidents in the workplace;
- Summarize the discussions by identifying the key points;
- Thank all the participants before ending the session.

FEEDBACK

Complete the online form to share your discussions with the HSE Division.



SESSION SCHEDULE

The new Golden Rules

Hand out the new booklet and present the new Golden Rules:

- The booklet, pictograms, the wording using the first person, and the two new Golden Rules, 11 (Hot works) & 12 (Line of fire);
- Remind participants that the Golden Rules are a result of REX from serious and fatal accidents that occurred in the Company;
- Present the best practices from the GR that help prevent serious and fatal accidents.

Ask questions - how many participants apply the Golden Rules in their activities?

Appropriating and applying the Golden Rules in the field

Discuss to identify factors that make it easier to appropriate the Golden Rules and apply them in the field.

Roll-out after the WDfS 2022

Present the pace and organization of local roll-out for the Golden Rules after the WDfS 2022.

Available support media

- Printed or digital version of the new Golden Rules booklet;
- Golden Rules poster and roll up;
- Managers' kit;
- Video to memorize the GR;
- Company safety REX ([link](#)) or/and local safety REX.

WDFS 2022 INFORMATION & DISCUSSION

Summary of discussions

Site / Entity		Date	
Leader's name		No. of participants	

Session notes	<ul style="list-style-type: none">•••••
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How do you think the session went?	<input type="checkbox"/> 😊 <input type="checkbox"/> 😐 <input type="checkbox"/> ☹️
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SUMMARY List 2 or 3 key ideas mentioned at the session	<ul style="list-style-type: none">•••
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[Complete the online form to share your summary](#)