The 12 Golden Rules
Safety is a core value in the Company. It’s the cornerstone of our operational excellence in all of our business lines.

Together, as employees of TotalEnergies and contractors, let us commit ourselves personally and collectively to ensure safety on a daily basis in our operations and on our sites with a common goal: “Zero fatal accidents.”

Our Golden Rules, established on the basis of lessons learned, are essential to achieve our ambition in terms of safety. By taking ownership and implementing them with constant vigilance, for ourselves and for our colleagues, the Golden Rules will fulfill their aim and become embedded in our daily activities.

I’m convinced that all accidents can be prevented!

Everybody’s commitment to systematically apply the Golden Rules, everywhere, every day, is perfectly in line with the Company’s ambition: to put sustainable development at the heart of our strategy, our projects and our operations.

Michel Charton
Senior Vice President HSE
Safety for me, for you, for all

To work safely and protect the lives of all, we need to:

☑ Take on board and implement the Golden Rules at all times.
☑ Step in if we observe deviations from our Golden Rules.
☑ Report anomalies to learn lessons from them.
☑ Share good practices of Golden Rules application.

Our 12 Golden Rules

1 | High-Risk Situations
2 | Traffic
3 | Body Mechanics & Tools
4 | Personal Protective Equipment
5 | Work Permits
6 | Lifting Operations
7 | Powered Systems
8 | Confined Spaces
9 | Excavation Work
10 | Work at Height
11 | Hot Work
12 | Line of Fire
Rule 1

High-Risk Situations

I avoid high-risk situations.

My commitment to Safety:

- I do not smoke or vape outside designated areas.
- I do not work or drive under the influence of alcohol or drugs.
- I secure the downgraded situation and report it to my supervisor.
- I know the risks before executing a non-routine or complex operation.
- I respect the operating instructions for shutting down and starting up equipment and units.

Traffic

I follow the safety rules when I drive, ride a bike or walk.

My commitment to Safety:

- I check the condition of my vehicle before use.
- I always wear a seatbelt.
- I do not exceed the speed limit and adapt my driving to road conditions.
- I do not use any communication system while driving, such as phone, walkie-talkie and radio, even with hands-free kit.
- I respect the authorised driving time and the journey management plan.
- I use the lanes dedicated to pedestrians and cyclists accordingly.
- I hold handrails when taking the stairs.
My commitment to Safety:

- I check that my tool is:
  - The one specified in the work permit or operating instruction
  - Suitable for the task and work area
  - In good condition

- I use the tools, including those for pressure tests, in line with the manufacturer’s specified design limits.

- I position my body to minimize excessive strain.

My commitment to Safety:

- I check that my PPE are in good condition before use.
- I wear my helmet with the chin strap fastened.
- I wear the PPE adapted for the task and the area in which I am working.
- I wear a life jacket whenever required.
Work Permits

- I work with a valid permit.

My commitment to Safety:

- I have checked the permit and associated certificates.
- I am qualified and authorised to perform the work.
- I understand the work permit.
- I ensure that the point of intervention is identified.
- I have checked that the safety conditions are met to start the work.
- I stop and reassess the risks if conditions change and refer to my supervisor.

Lifting Operations

- I follow the lifting plan.

My commitment to Safety:

- I establish barriers and exclusion zones.
- I check that the lifting equipment has been inspected, is in good condition and fit for purpose.
- I only operate equipment that I am qualified to use.
- I check that the load is securely slung and bundled and I control the load in motion.
- I ensure that a qualified banksman is present for the lifting operation.
- I never position myself under a suspended load.
**Powered Systems**

I check the isolation and the absence of energy and fluids before any intervention.

**Confined Spaces**

I obtain authorisation before entering a confined space.

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**Rule 7**

**My commitment to Safety:**

- I **have** a permit to work and a powered system isolation certificate.
- I **have identified** all energy and fluid sources.
- I **respect** the isolation plan.
- I **confirm** that energy and fluid sources have been isolated, locked, and tagged.
- I **ensure** that there is no energy and fluid supply.
- I **ensure** that there is no residual or accumulated energy and fluid.
- I **ensure** that the work is completed and check the removal of isolation before starting up.

**Rule 8**

**My commitment to Safety:**

- I **have** a work permit and a confined space entry certificate.
- I **ensure** all energy and fluid sources are isolated.
- I **check** and use respiratory protection equipment when required.
- I **confirm** a rescue plan is in place.
- I **confirm** the atmosphere has been tested prior to intervention and that it is monitored.
- I **confirm** there is supervision for entry/exit and for alerting.
- I **obtain** authorisation to enter.
Excavation Work

- I have a work permit and an excavation certificate.
- I confirm that the excavation area is clearly marked off.
- I stay alert to the location of underground structures and networks.
- I position machinery and extracted material at least one meter away from the excavation area.
- I only enter an excavation deeper than 1.3m if the access is secured.

Work at Height

- I inspect my harness, lanyard and lifeline before use.
- I secure tools and materials to prevent dropped objects.
- I wear a harness and tie off to approved anchor points as per the work permit.
- I use scaffolding fit for purpose and approved.
- I respect the minimum safety distance when working near power lines.
- I ensure the integrity of roofs (storage tanks, buildings, canopies...) before work starts and that appropriate fall protection has been installed for fragile areas.
- I only move a Mobile Elevating Work Platform (MEWP) in its low position.
Rule 11

Hot Work

I avoid hot work whenever possible.

My commitment to Safety:

- I have a hot work permit.
- I identify flammable substances and ignition sources.
- Before starting any hot work:
  - I ensure the absence of flammable substances or their isolation
  - I obtain a written authorisation
- In a hazardous area, I confirm:
  - The absence of gas has been tested;
  - The absence of gas will be continuously monitored.

Rule 12

Line of Fire

I keep myself and others out of the line of fire.

My commitment to Safety:

- I position myself to avoid:
  - Moving objects
  - Vehicles
  - Pressure releases
  - Dropped objects
- I establish barriers and exclusion zones.
- I take action to secure loose objects.
- I respect barriers and exclusion zones.
Using the Stop Card is taking action for Safety

We have a duty to intervene as soon as a situation seems dangerous to us, and whenever the Golden Rules are not implemented.

Even when in doubt, without fear of being sanctioned, let’s use our Stop Card!

By asking questions about the safety of an activity and stopping a job in progress, we can prevent accidents and save lives.