

TOOL BOX TALK with SAFETY GREEN LIGHT

Facilitator's guide



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TOOL BOX TALK WITH SAFETY GREEN LIGHT FACILITATOR'S GUIDE

This guide facilitates the organization of **Tool Box Talks with Safety Green Light**, a meeting held by the Performing Team in presence of the Area Operating Authority Representative on the **job location** just before starting an **activity** described in a permit to work.

This guide offers advice to strengthen **teams' participation and involvement** with a view to manage the risks inherent to activities and preventing incidents and accidents.

It is intended for all staff leading or attending **Tool Box Talks with Safety Green Light**.



ONE-PAGE SUMMARY

The **TBT with SGL** is held at **work location** or at the closest convenient place if not practical (e.g. noisy area).

It is led by the **Performing Team Leader** in presence of **all Work Party members** and the **Area Operating Authority representative**.

The language has to be understandable by all participants.

It consists of the following steps:

1 Explain scope of the activity to be performed and the role of everyone.

2 Review corresponding risks and associated mitigation measures, based on PTW and documentation (Risk Analysis, procedure, etc.).

3 GO / NO GO: conclusion of the SGL based on 4 opened questions to think and reassess the task to be performed giving a last opportunity for everyone to intervene, speak up and use STOP CARD.

- 1 What is the job to be done?**
- 2 What should I do if change occurs?**
- 3 What could happen that could be serious?**

4  I am ready to start my work safely
START

 I have doubts
STOP

TOOL BOX TALK WITH SAFETY GREEN LIGHT OBJECTIVES

- **Inform the teams and raise their awareness** as regards the specific aspects of the work to be performed.
- **Mobilize** the team to identify the risks involved in this work.
- **Encourage** the team to assimilate and apply precautions to reduce these risks.
- **Foster** exchanges between team members to build a climate of trust, respect, vigilance and mutual assistance.
- **Check** that all the team members have understood the steps of the operation to be performed, the risks involved and the compensatory measures for reducing these risks.
- **Ensure** that there is no doubt or concerns regarding the safety of the operation.
- **Come to** a collective agreement in terms of the work situation and the decisions made to perform work safely.



STEPS OF THE TOOL BOX TALK WITH SAFETY GREEN LIGHT

> **Preparing the work**

The team leader makes sure **each team member** has fully understood **what the work consists of, the different phases of the activity and her/his role to achieve it**. The team reviews the scope of work to be performed and analyzes the key points of the operating procedure. To do so, the team refers and uses all documents available, in particular the **permit to work (mitigations measures)** and **complementary documents** (procedure, risk assessment, kick-off meeting, pre-job meeting, etc.).

> **Identifying the risks**

The team identifies **associated risks for each phase of the activity / operation to be performed**. It checks that the precautions listed in the permit to work have been properly implemented and that they effectively reduce the probability and severity of undesirable consequences.

The team pays particular attention to the work conditions, SIMOPS, the measures in place to mitigate nearby downgraded situations, the condition of PPE, work equipment and tools, evacuation routes, communication and response means, muster points, etc.

> **Mobilizing the team**

The team leader encourages **everyone to intervene and ask questions**.

STEPS OF THE TOOL BOX TALK WITH SAFETY GREEN LIGHT

> Green or Red Light

Everyone involved in the job asks him/herself 4 open questions and interacts with other team members. The open questions give time and **possibility for everyone** to intervene.

This **last step of the Safety Green Light** is a ritual completed just before starting the work, **giving the opportunity** to verify, control, step-up, intervene and **in case of doubt to use the STOP CARD** (report to Site Management in order to define the required clarifications or modifications before starting the activity).

Finally, each team member signs the SGL confirming they **fully understand the scope of work**, the **associated risks**, the **presence of the mitigation measures as defined in the Permit to Work** and that **they are effective**.

STEPS OF THE TOOL BOX TALK WITH SAFETY GREEN LIGHT

> Green or Red Light

SAFETY GREEN LIGHT?

- 1 What is the job to be done?**
 - At what exact location?
 - Do I understand my role and am I able to do it?
Have the procedure and work permit been explained to me?
 - Do I have the right tools/protective equipment's for the work?
- 2 What should I do if change occurs?**
 - Change in conditions (environment, co-activities, etc.) during the course of work (need for a tool not initially planned, operating procedure or risk not initially identified, etc.)?
- 3 What could happen that could be serious?**
 - Is there a risk of a fatal accident?
 - Can someone hurt me or can I hurt someone?
 - What will protect me?

4



I am ready to start
my work safely
START



I have doubt
STOP

I report to my team leader

VIGILANCE POINTS FOR THE TEAM LEADER

- **Listen to and ensure all** team members are concerned and involved.
- **Ensure that everybody is understanding the messages and is part of the discussion** by using the most appropriate language. He shall repeat and rephrase should any Work Party be not able to understand.
- **Create confidence, team spirit and encourage** everyone to speak freely about their past experience, mistakes, successes, discipline practices, etc.
- **Promote** open discussion, e.g. by giving each person several minutes to express their views and ask questions.
- **Recognize and congratulate** Teams member for raising their concern.
- When applicable **ensure** that **the Operating Authority Representative** proves that the system to work on is properly de-energized (by opening a drain/vent, completing a gas check, attempting to start an electrical equipment, etc.) and provides information about nearby activities, impacting Downgraded Situations, etc.
- **Flag up** that any significant changes in the course of the work (a new arrival, new operations not originally planned in progress near the work, a modification in procedures, etc.) **shall lead to STOP of work** and a reassessment of the operation.

VIGILANCE POINTS FOR THE TEAM

- **Respect each other** and differences of opinion.
- **Share and valorize** the team's experience.
- **Step up** and speak up when something is not sufficiently clear, has not been understood and when a **DOUBT** is remaining.
- **Factor in** previous events that arose in the same type of work.
- **Report** any work conditions and/or modifications that are not compliant with the requirements of the permit to work or have been changed during the course of the activity.
- **Declare** any anomalies.

Anyone having a doubt at the end of SGL shall report to the team leader and raise the STOP CARD. She/he will be recognized and congratulated to do so.



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