Golden Rule No. 2 "Traffic"

SLIPS, TRIPS & FALLS
EDITORIAL

Each time that someone is in a standing position, there is a risk of a fall. When combined with any other activity, the risk is multiplied tenfold.

This affects all of us, regardless of the work environment, and in both professional and personal circumstances.

DEFINITION

"A slips, trips & falls accident designates a slip, trip, stumble or other loss of balance related to a disruption of movement from a flat surface, i.e., with no or only a slight difference between levels: sidewalk, steps, etc."

TRIR*: IN 2016, 12% OF WORKPLACE ACCIDENTS WERE RELATED TO SLIPS, TRIPS & FALLS.

EXAMPLES OF SIGNIFICANT "SLIPS, TRIPS & FALLS" EVENTS THAT HAPPENED IN THE GROUP

MALAYSIA Malacca
GRP
Slip on a wet floor when exiting the washroom. 1 person injured: multiple bruises and 2 days of lost time.

ITALY Tempa Rossa
E&P
Fall when a person walking backwards stepped in a hole and lost balance. 1 person injured: Achilles tendon injury and 30 days of lost time.

CÔTE D’IVOIRE Abidjan
M&S
Fall of a person while walking backwards in a lubrication bay. 1 person injured: loss of consciousness, fractured jaw and 15 days of lost time.

USA Hopkinton
R&C / Hutchinson
Fall when going down a metal stairway in a warehouse. 1 person injured: fractured rib, slight concussion and 30 days of lost time.

Golden Rule No. 2 applies to Group and contractor employees who need to move from place to place. The requirement associated with pedestrian movements is outlined below.

GOLDEN RULE 2

TRAFFIC

YOU MUST NOT:

Exceed the speed limit and authorized driving time.

Use a mobile phone, even with a hands-free kit, while driving.

YOU MUST:

Check condition and conformity of vehicles and machinery before use.

Wear your seat belt.

Use designated pedestrian paths/sidewalks and hold the handrail when taking the stairs.

N.B. This last requirement of Golden Rule No. 2 applies to all movements of pedestrians on industrial or administrative sites and during assignments performed by Group employees.

EDITORIAL

This affects all of us, regardless of the work environment, and in both professional and personal circumstances.

EXAMPLES OF SIGNIFICANT "SLIPS, TRIPS & FALLS" EVENTS THAT HAPPENED IN THE GROUP

MALAYSIA Malacca
GRP
Slip on a wet floor when exiting the washroom. 1 person injured: multiple bruises and 2 days of lost time.

ITALY Tempa Rossa
E&P
Fall when a person walking backwards stepped in a hole and lost balance. 1 person injured: Achilles tendon injury and 30 days of lost time.

CÔTE D’IVOIRE Abidjan
M&S
Fall of a person while walking backwards in a lubrication bay. 1 person injured: loss of consciousness, fractured jaw and 15 days of lost time.

USA Hopkinton
R&C / Hutchinson
Fall when going down a metal stairway in a warehouse. 1 person injured: fractured rib, slight concussion and 30 days of lost time.

TRIR*: IN 2016, 12% OF WORKPLACE ACCIDENTS WERE RELATED TO SLIPS, TRIPS & FALLS.

"A slips, trips & falls accident designates a slip, trip, stumble or other loss of balance related to a disruption of movement from a flat surface, i.e., with no or only a slight difference between levels: sidewalk, steps, etc."

GOLDEN RULE 2

YOU MUST NOT:

Exceed the speed limit and authorized driving time.

Use a mobile phone, even with a hands-free kit, while driving.

YOU MUST:

Check condition and conformity of vehicles and machinery before use.

Wear your seat belt.

Use designated pedestrian paths/sidewalks and hold the handrail when taking the stairs.

N.B. This last requirement of Golden Rule No. 2 applies to all movements of pedestrians on industrial or administrative sites and during assignments performed by Group employees.
POSSIBLE CAUSES

- The work environment: slippery and/or uneven floor, cramped spaces in which movement is difficult, unforeseen obstacles, damaged or unsuitable shoes, absence of signs, items cluttering the traffic routes, etc.

- The work conditions: climatic conditions, inadequate lighting, difficulty in reaching the switch, etc.

- Behavior: failure to abide by the safety rules, performing several tasks at the same time, stress, inexperience in the worksite, lack of attention, haste.

CONSEQUENCES

- Accidents linked to slips, trips & falls happen frequently. Slips, trips and falls must be given the same consideration as other workplace accidents. The part of the body affected and the seriousness of the injuries vary, and depends on many variables including the surface where the victim lands.

PREVENTION

To prevent a slips, trips & falls it is important to:

- Be aware of the risk, and remove any hazards if possible, consider slip, trip and fall hazards when designing or renovating work areas / workstations

  - Ensure good upkeep of the work spaces and environments.

- Put in place an appropriate work organization so that tasks can be planned and performed without disturbance or haste.

  - Take this risk into account in training courses and team meetings. Run regular campaigns to raise awareness.

  - Take action in response to reported observations and abnormal situations.

TIPS FOR IN THE FIELD

WORK ENVIRONMENT

- On each site and in each affiliate, undertake a program focused on order and tidiness, and revisit it regularly.

  - Set up a field visit framework that includes order and tidiness check points.

APPROPRIATE EQUIPMENT

- Wear PPE appropriate for the person, the type of ground surface and the weather conditions. Favor the selection of taller boots with high ankle support, Achilles tendon protection, and with high-grip soles.

INDIVIDUAL VIGILANCE

- Behave appropriately and responsibly in all circumstances.

  - Encourage shared vigilance: alert others as soon as a hazard appears (e.g. an oil leak).

- Prepare your route.

  - Take into account the temporary risk that arises during maintenance, cleaning (signage for wet floors), or when work is in progress (signs in place, tidy site etc.) by following the instructions.

- Do not rush; avoid unsafe shortcuts. For example, do not step over pipes.
TIPS FOR IN THE OFFICE

WORK ENVIRONMENT

• Keep corridors and common spaces clear: do not store equipment or boxes there, even temporarily.
  
  • Close drawers, cabinets and filing units.

• Organize office tours focused on order and tidiness.
  
  • Avoid using extension leads and trailing cables.

APPROPRIATE EQUIPMENT

• Take steps to prevent the floor becoming slippery (immediately wipe up any spilled liquid, e.g. coffee, water) or uneven.
  
  • Have signs indicating best practices for taking the stairs: hold the handrail and install non-slip stair nosing.

• Place signs and marking in parking lots and on workshop floors.
  
  • Clear the ground of snow in the event of snowfall, and apply a deicing product if ice has formed.

INDIVIDUAL VIGILANCE

• Behave appropriately and responsibly in all circumstances.

• Be vigilant and follow the instructions.

• Report anomalies.

• Keep your work environment tidy.

EVERYDAY ESSENTIALS

• Walk carefully, observing your surroundings, anticipating situations and using the designated pedestrian paths/sidewalks.

• Wear suitable shoes

• Put signage by damaged floors and all mess

• Wipe your feet on the mats

• Shake the water off your clothes and umbrella before going into a building

• Hold the handrail when taking the stairs and use the designated walking routes

• Keep walkways clear

• Do not look at your phone while walking
Supplying affordable energy to a growing population, addressing climate change and meeting new customer expectations are the three main challenges Total must meet as an energy major.

That is what guides what we do. With operations in more than 130 countries, we are a top-tier international oil and gas company. We are also a world-class natural gas operator and a global leader in solar energy through our affiliate SunPower. Our activities span oil and gas production, refining, petrochemicals and marketing.

Demonstrating their commitment to better energy, our 100,000 employees help supply our customers worldwide with safer, cleaner, more efficient and more innovative products and services that are accessible to as many people as possible. Our ambition is to become the responsible energy major.