



BREACH OF THE GOLDEN RULES OF SAFETY BY OUTSIDE COMPANIES



ENFORCEMENT ACTIONS → Why?

HSE provisions are intended to prevent hazards affecting the project. Should a person or persons from an outside company fail to apply the said provisions, in its responsibility as principal company, IFPEN will take the necessary enforcement actions in accordance with the seriousness of the breach. The aim is to protect colleagues from hazards in their own interest or in that of other companies working on the site or at the facility.

SERIOUS AND IMMINENT DANGER → What is it?

If it is considered that a company or colleague's work may lead to physical injury or material or environmental damages, IFPEN will have the right to immediately stop all or part of the work on the site until the necessary actions are taken to ensure a safe working environment.

Examples of serious and imminent danger:

- Falls from height (persons or objects)
- Incorrectly excavated/protected trenches
- Situations involving electrocution hazard
- Absence of or incorrect instructions
- Dangerous use of vehicles and machines
- Etc.

GOLDEN RULES OF SAFETY OF OUTSIDE COMPANIES (OC)

Scale of enforcement actions in the event of non-compliance of these rules by a colleague from an OC
In the event of recurrence, the action taken will be of a higher level.

Severity/safety breaches	Escalation rule for IFPEN originators, HSE prevention workers, project design and supervision			
Any confirmed individual breach must be addressed immediately Non-exhaustive list of breaches	Verbal warning and taking of the names of the worker and his/her company	Verbal warning and talk between site manager and worker.	Return to the safety desk	Expulsion from work area and site
Level 1 ■ Non-compliance with procedures and operating modes ■ Breach of housekeeping standards ■ Breach of waste-sorting standards				
Level 2 ■ Non-compliance with collective protective equipment ■ Failure to use required PPE and work overalls ■ Inadequate or incomplete hazards analysis ■ Unsupervised use of machinery				
Level 3 ■ Failure to comply with the necessary authorizations ■ Work at a height without protection ■ Modification of scaffolding by unauthorized workers ■ Work on non-compliant scaffolding ■ Non-compliance with lifting standards				
Zero tolerance ■ Work without hazards analysis ■ Work on unregistered equipment ■ Refusal to comply with a safety order ■ Smoking in EXAT zone ■ State incompatible with work (alcohol, drugs, etc.) ■ Concealment of accident or incident				

BREACH OF THE GOLDEN RULES BY COLLEAGUE

Work site:		Company:	
Date:			
CONFIRMED BREACHES		DESCRIPTION OF THE TASK OBSERVED	
BREACHES LEVEL 1			
Non-compliance with procedures and operating modes			
Breach of housekeeping standards			
Breach of waste-sorting standards			
BREACHES LEVEL 2			
Non-compliance with collective protective equipment			
Failure to use required PPE and/or work overalls			
Inadequate or incomplete hazards analysis			
Unsupervised use of machinery		DESCRIPTION OF BREACH	
BREACHES LEVEL 3			
Failure to comply with the necessary authorizations			
Work at a height without protection			
Mounting and/or modification of scaffolding by unauthorized workers			
Work on non-compliant scaffolding			
Non-compliance with lifting standards, work under load			
ZERO TOLERANCE		SAFETY MEASURES	
Work without hazards analysis			
Work on unregistered equipment			
Refusal to comply with a safety order			
Smoking in EXAT zone			
State incompatible with work (alcohol, drugs, etc.)			
Concealment of accident or incident			
COLLEAGUE	OC REPRESENTATIVE	IFPEN	
Is the colleague aware of the breach and the risk taken? ☐ YES ☐ NO	All confirmed breaches have been explained	HSE Department Repository	
Name and signature	Name and signature	Name and signature	
Colleague with commitment to good practice? ☐ YES ☐ NO			