REXIT

A digital tool for Near Miss & Deviation reporting

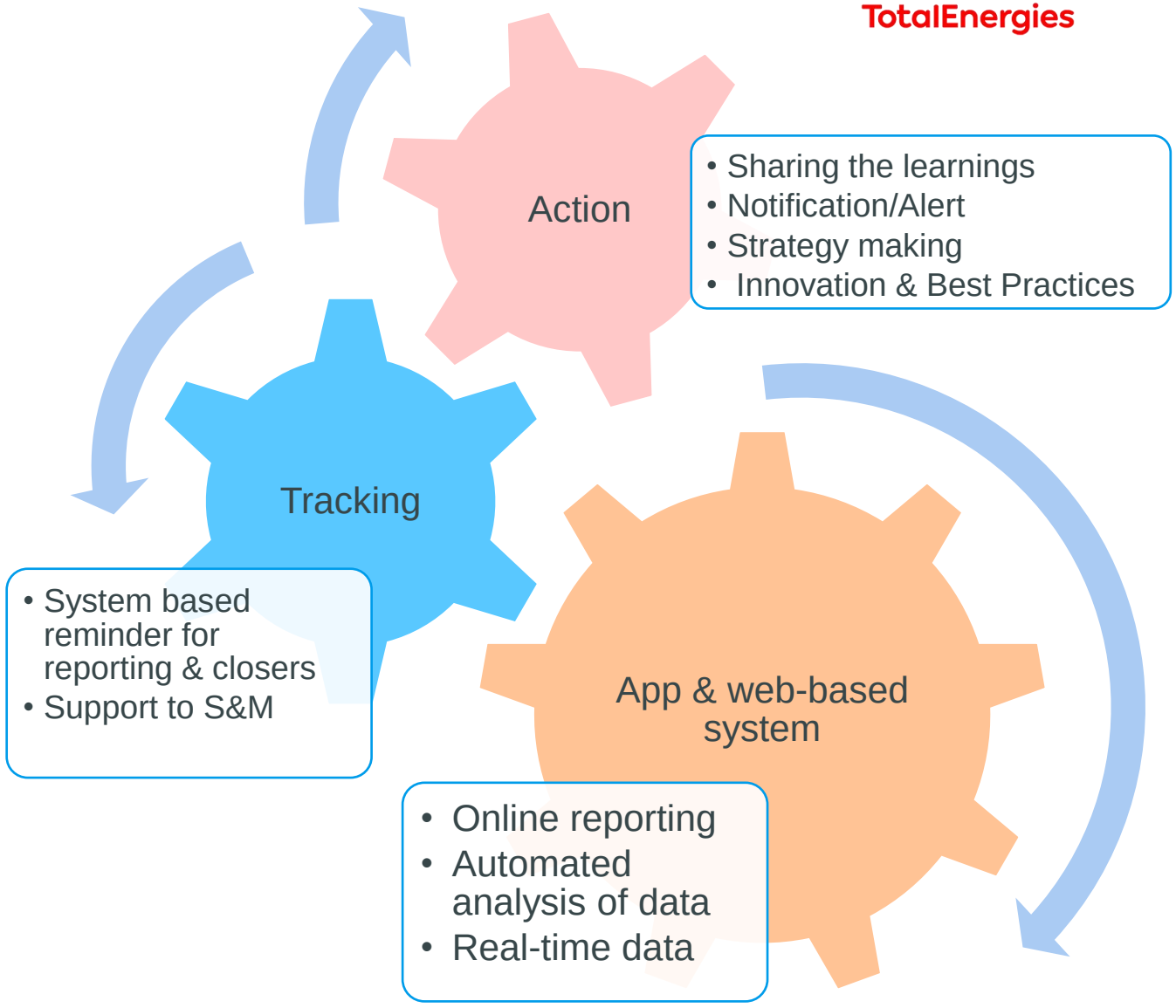
TEMIPL

REXIT - Introduction

- Near Miss & Deviation Reporting Software (REXIT) is a comprehensive solution for:

  - Effective reporting of near misses and deviations
  - Track, monitor, analyze & finding causes
  - Developing action plan
  - Assigned actions to appropriate action owner

- It enables easy information sharing among sites to quickly review / analyze data and initiate corrective / preventive actions



REXIT- Why the need arise?

- Manual reporting
- Manual tracking
- Manual Analysis
- No real time data
- Delay on closures
- No reminder to the user or action owner for reporting & closures
- No horizontal sharing of learnings

REXIT- Roles

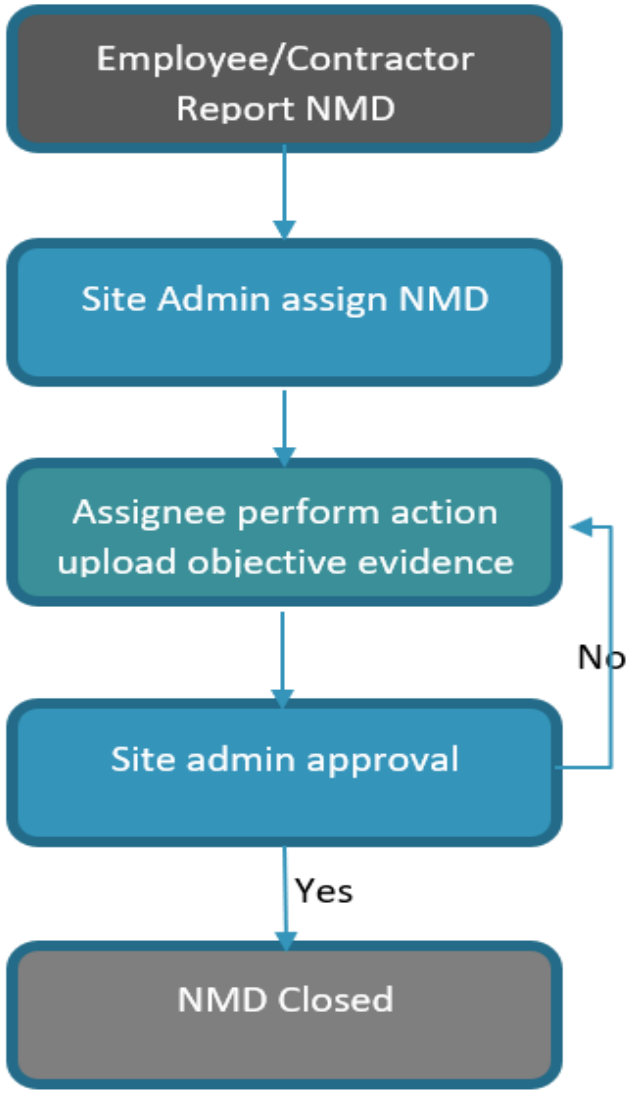
- **User** – Any TotalEnergies employee with employee code (IGG no.) can access the app and report the NMD.

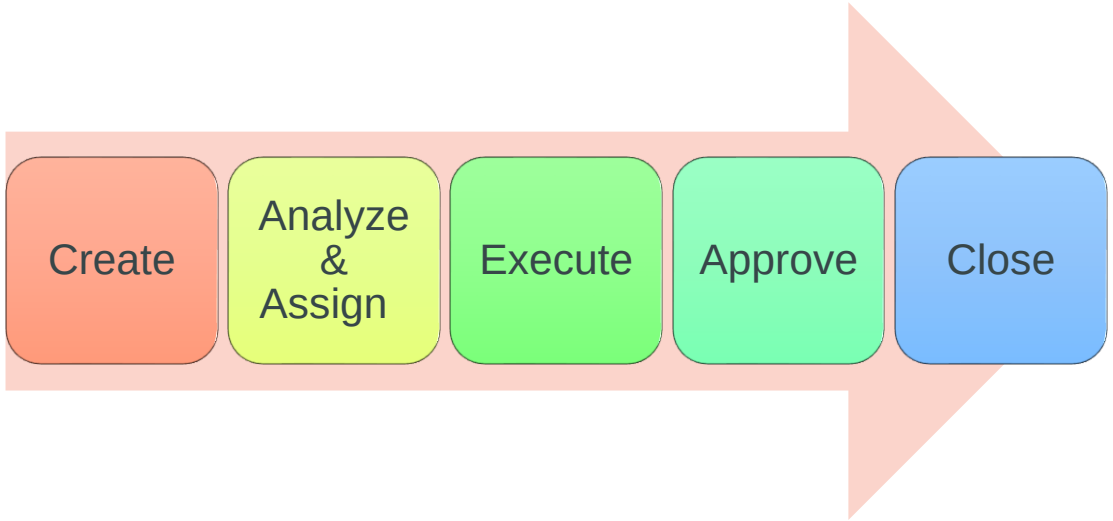
- **Site Admin** – TotalEnergies employee with site admin role can view and take action on reported NMD at that particular site. Dashboard access to see overall reporting, tracking, analysis the data from that particular site.(Site HSE, Plant Manager)

- **Super Admin** - TotalEnergies employee with super admin role can access the all data across the all the sites & have global view of entire repotting.

- **Basic** – Anyone who doesn't have IGG no. can report near miss and deviation (contractors, visitors & others)

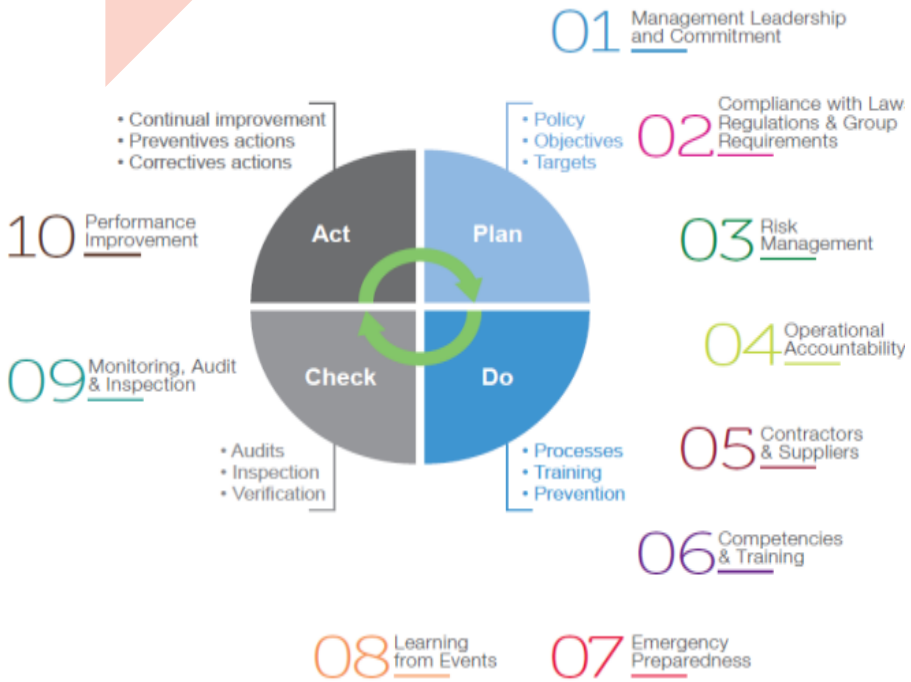
REXIT- Workflow





Reported data analyzed on:

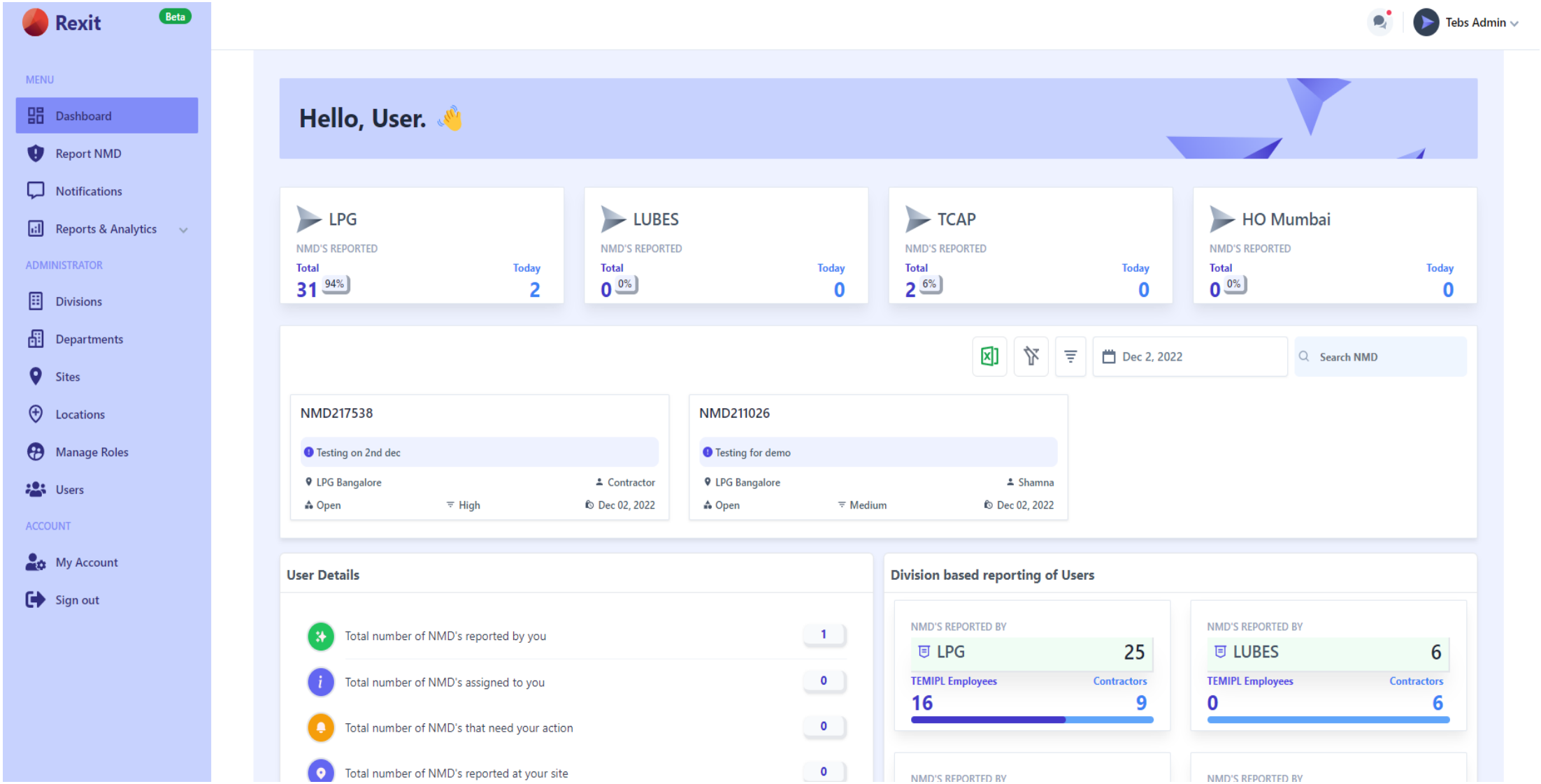
- 12 Golden Rules
- 10 ONE Maestro Principles
- Area wise, trade wise, location wise



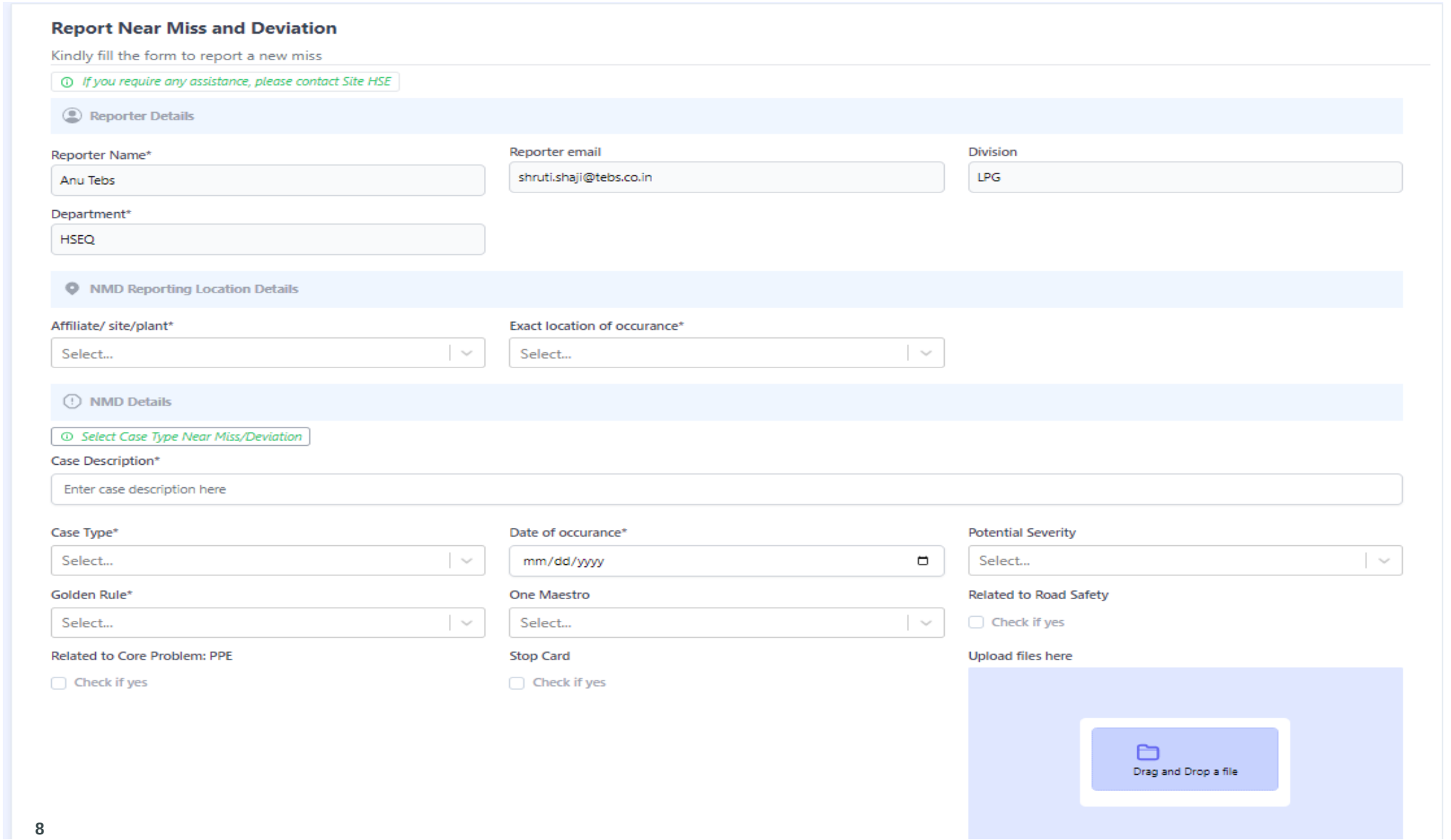
REXIT- Matrix

Operation	Creator	Site admin	Assignee	Super admin
Creation	X, Email	Notification, Email		Reports
Assignment	Email, Notification	X	Email, Notification	Reports
Execution /Updating		Email, Notification	X	Reports
Approval	Email, Notification	X	Email, Notification	Reports
Rejection		X	Email, Notification	Reports

REXIT- Dashboard



NMD-Report Form



Report Near Miss and Deviation

Kindly fill the form to report a new miss

If you require any assistance, please contact Site HSE

Reporter Details

Reporter Name*: Anu Tebs

Reporter email: shruti.shaji@tebs.co.in

Division: LPG

Department*: HSEQ

NMD Reporting Location Details

Affiliate/ site/plant*: Select...

Exact location of occurance*: Select...

NMD Details

Select Case Type Near Miss/Deviation

Case Description*: Enter case description here

Case Type*: Select...

Date of occurance*: mm/dd/yyyy

Potential Severity: Select...

Golden Rule*: Select...

One Maestro: Select...

Related to Road Safety: Check if yes

Related to Core Problem: PPE: Check if yes

Stop Card: Check if yes

Upload files here: Drag and Drop a file

Critical Task Analysis

A tool for analyzing the safety critical activities

TEMIPL

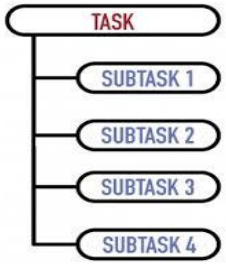
Introduction

Critical Tasks Analysis:

- Systematic examination of a task
- Identify all the loss associated with the task
- Develop controls against those losses.

How tasks that are critical to major accidents are performed?

Predict and understand the failure / error.

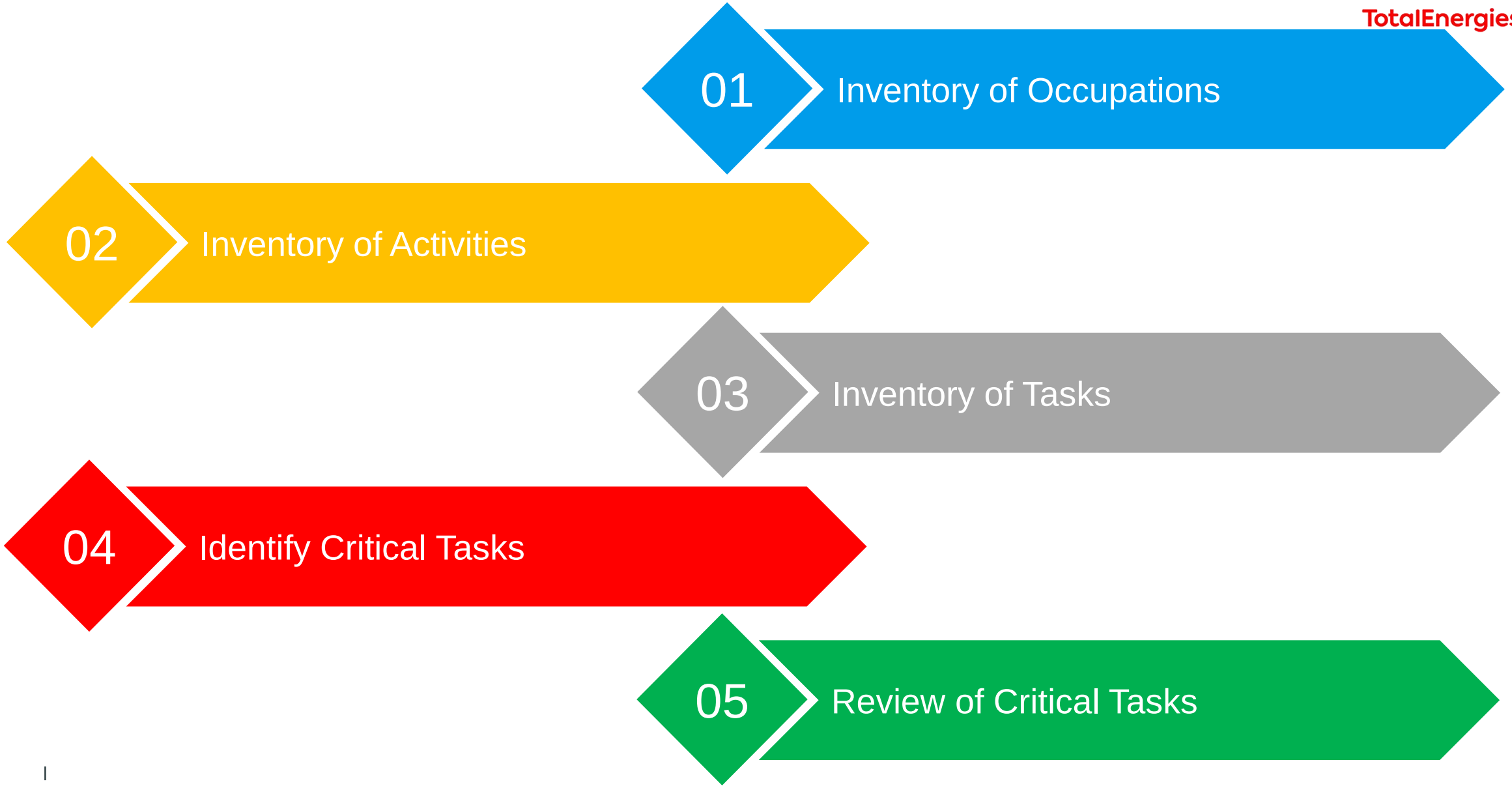


Break down the task into a step-by-step process and review the errors.

aim

Identify additional control measures to reduce the likelihood of errors.

Methodology



Inventory of Occupations

- Comprehensive and complete list of all the occupations performed in all the departments.

- Example - Maintenance Dept :
  - Field operator
  - Helper
  - Fitter
  - Welder
  - Electrician
  - Technician



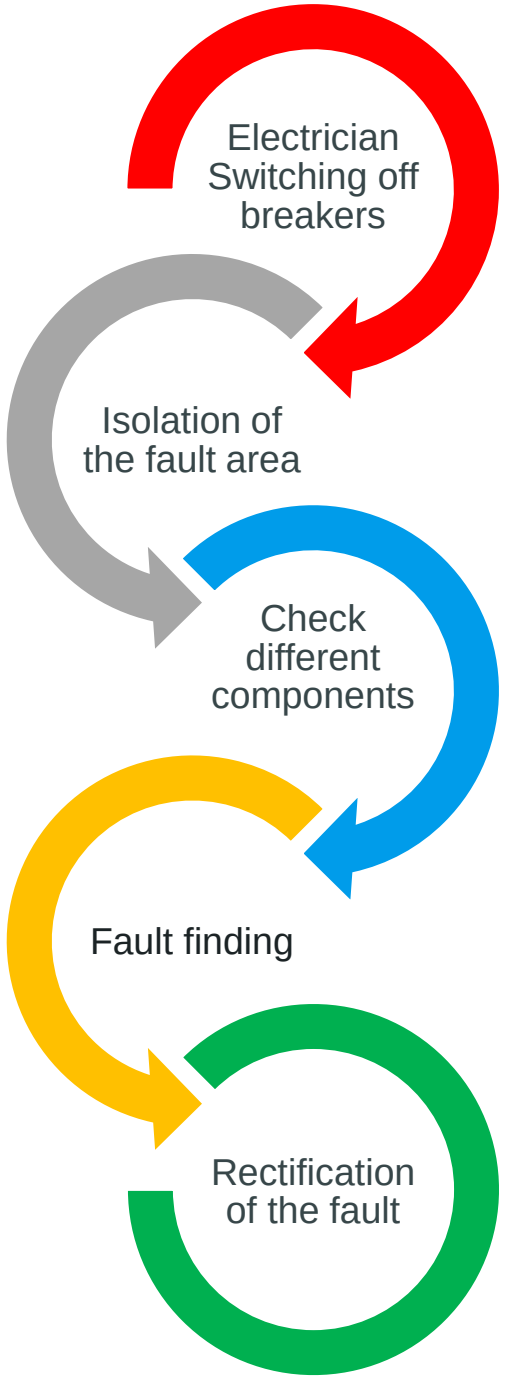


Inventory of Activities Performed per Occupation

- Department Head / Plant In Charge/ Site manager/ Supervisors to list down all activities performed by each identified occupation during:

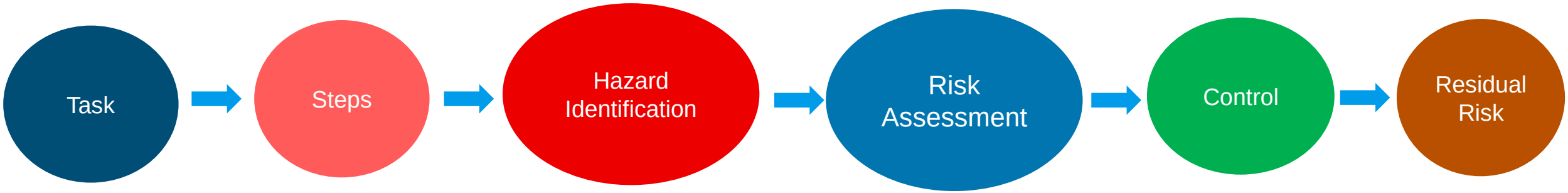
  ✓Normal Operations
  ✓Maintenance intervention
  ✓Start up / Shut down
  ✓Emergency Situations

- Example :



Inventory of Tasks per Activity

- Department Head / Plant In Charge/ Site manager/ Supervisors to address the tasks in a step-by-step approach to make the assessment more thorough.
- Tasks are broken down into steps, in chronological order of performance.
- Observe each step to ensure there are no gaps or missing steps.
- Use the Hazard Identification & Risk Assessment sheet to identify the critical tasks.



HIRA Sheet

TotalEnergies

Task	Sub- task	Type of hazard	Hazard situation	Consequence	Duration & Frequency	G	F	P	Potential Risk R	Measures / Means of Prevention / Protection (Mp)	G'	F'	P'	Residual Risk R'
Task 1 : Truck Loading	Step 1 : Top loading	Chemical	Contact with Lubricant / additive	Allergy, cancer	2h/d during 1m/y	15	1	10	150	CMR (Carcinogenic, mutagenic or toxic for reproduction) handling training, nitrile gloves, modification of packaging ...	15	1	3	45
			Inhalation of Lubricant / additive											
		Biological												
		Ergonomic												
		Physical												
		Psychosocial												

Critical task Identification

- System consisting of four parameter rating to determine the Criticality of a Task:
  - Severity of Occurrence (G)
  - Frequency of Exposure (F)
  - Probability of Loss (P)
  - Types of measures/ control (D)

Potential Risk= P x F x G

Residual Risk= P’ x F x G

P’= P-D

Critical task Identification

- When the **residual risk R' Valve is > 70** it is considered as **critical task.**
- All critical tasks for the location / site be maintained separately.
- Critical tasks will be reviewed by the team of experts.
- All mitigation controls for critical tasks shall be mapped to:

✓**Human factors:** Training, Ability, Capabilities, Work Environment, Constraints, Communication, Behavior

✓**Technological factors:** Design, Technology, Specification, Quality of material etc.

✓**Organizational factors:** Procedures, work instructions, standard operating procedure, supervision, rules, signages etc.

Review of Critical tasks

- Review of critical tasks shall be done to understand the changes in tasks due to changes in
  - new process,
  - new equipment,
  - modification of existing equipment
  - modification of existing equipment.
  - Site to develop annual calendar to review the critical tasks.

- Cross functional team shall review the critical tasks.

- After CTA review, develop the action plan for improvement.

Critical Task Observation Checklist

Name of task being observed:

Date & Time:

Site:

Area:

Shift:

Observers:

Time spent on observation:

# of people contacted:

# of people observed:

Safe acts observed

Enter text here

Unsafe acts Observed:

Enter text here

Tools & Equipment:		
Right for the job:	☐ Safe	☐ Unsafe
In safe condition:	☐ Safe	☐ Unsafe
Structures & work area:		
Are they clean:	☐ Safe	☐ Unsafe
Are they orderly:	☐ Safe	☐ Unsafe
Are they right for the job:	☐ Safe	☐ Unsafe
Are they in safe condition:	☐ Safe	☐ Unsafe
Environment		
Is it clean:	☐ Safe	☐ Unsafe
Is it orderly:	☐ Safe	☐ Unsafe
Is it in safe condition:	☐ Safe	☐ Unsafe
Orderliness:		
Standards available	☐ Safe	☐ Unsafe
Standards adequate	☐ Safe	☐ Unsafe
Actions:		
Reactions of people:	☐ Safe	☐ Unsafe
Adjusting PPE	☐ Safe	☐ Unsafe
Changing position	☐ Safe	☐ Unsafe
Rearranging job	☐ Safe	☐ Unsafe
Stopping Job	☐ Safe	☐ Unsafe
Attaching grounds	☐ Safe	☐ Unsafe
Performing Lockouts	☐ Safe	☐ Unsafe
PPE		
Head	☐ Safe	☐ Unsafe
Eyes & Face	☐ Safe	☐ Unsafe
Ears	☐ Safe	☐ Unsafe
Respiratory system	☐ Safe	☐ Unsafe
Arms & Hands	☐ Safe	☐ Unsafe
Truck	☐ Safe	☐ Unsafe
Legs & Feet	☐ Safe	☐ Unsafe
Position of people		
Striking against or being struck by objects	☐ Safe	☐ Unsafe
Caught in, on, or between objects	☐ Safe	☐ Unsafe
Falling	☐ Safe	☐ Unsafe
Contacting temperature extremes	☐ Safe	☐ Unsafe
Contacting electrical current	☐ Safe	☐ Unsafe

Thank You

TotalEnergies