

<b>Originator:</b>	
<b>Date Created:</b>	15-Jan-2019
<b>Business Unit:</b>	Asset Solutions Americas
<b>Business Group:</b>	Downstream & Chemicals
<b>Project/Office:</b>	Canada - Mineable - ConocoPhillips Canada (CPC)
<b>Service Line:</b>	Canada
<b>Site/Office Name:</b>	Canada - Mineable -ConocoPhillips Canada (CPC) - Office
<b>Home or Work Related Observation?:</b>	Work
<b>Exact Location or Project of Act/Condition/Safe Behaviour:</b>	Copier / supply room 6SE3.09 at Gulf Canada Square office in Calgary
<b>Observation Type:</b>	Unsafe Condition
<b>Observer Name:</b>	Roy, Jeff
<b>Observer Email Address:</b>	jeff.roy@woodplc.com
<b>Stakeholder:</b>	Wood
<b>Observation Date:</b>	15-Jan-2019
<b>Observation Time:</b>	02:00
<b>Observation Close Date:</b>	23-Jan-2019
<b>Observation Category:</b>	Work Environment Housekeeping
<b>Details of safety observation:</b>	Observed empty cardboard tube from plotter paper roll laying in the middle of the floor at the location indicated above. Tube posed a fall / trip hazard as it is sturdy and round so it would hold its shape and roll if someone stepped on it.
<b>Immediate action taken:</b>	Placed the tube upright and out of the way behind the recycle bin so that it can be disposed of properly when the recycling is taken.
<b>Supporting Information:</b>	
<b>Feedback required?:</b>	No