

Originator:	
Date Created:	11-Jan-2019
Business Unit:	E&I Solutions
Business Group:	Europe
Project/Office:	UK (PTD)
Service Line:	Planning, Transport and Design
Site/Office Name:	Glasgow (PTD)
Home or Work Related Observation?:	Work
Exact Location or Project of Act/Condition/Safe Behaviour:	Glasgow office
Observation Type:	Unsafe Act
Observer Name:	Neil Marlborough
Observer Email Address:	neil.marlborough@woodplc.com
Stakeholder:	Wood
Observation Date:	09-Jan-2019
Observation Time:	10:30
Observation Close Date:	18-Jan-2019
Observation Category:	Procedures and Instructions Implemented / Not Implemented
Details of safety observation:	No induction on visit to Glasgow office. No visitor's pass issued for access around the building.
Immediate action taken:	
Supporting Information:	
Feedback required?:	No
Comments from Reviewer	
Action to be taken:	Discussed with Neil (Jane Pattinson) and addressed with Glasgow office also.
Comments from OU Admin	
Closing Comments:	Done