

<b>Originator:</b>		
<b>Date Created:</b>	04-Mar-2019	
<b>Business Unit:</b>	AS EAAA	
<b>Business Group:</b>	Capital Projects EAAA	
<b>Project/Office:</b>	London (Staines)	
<b>Service Line:</b>	NEMEA	
<b>Site/Office Name:</b>	London (Staines)	
<b>Home or Work Related Observation?:</b>	Work	
<b>Exact Location or Project of Act/Condition/Safe Behaviour:</b>	Carried out stair intervention Survey on 14th February. Interventions for personnel not holding the handrail, not keeping left and viewing mobile devices.	
<b>Observation Type:</b>	Unsafe Act	
<b>Observer Name:</b>	Ratray, Doug	
<b>Observer Email Address:</b>	doug.ratray@woodplc.com	
<b>Stakeholder:</b>	Wood	
<b>Observation Date:</b>	14-Feb-2019	
<b>Observation Time:</b>	12:00	
<b>Observation Close Date:</b>	13-Mar-2019	
<b>Observation Category:</b>	Procedures and Instructions Followed / Not Followed	
<b>Details of safety observation:</b>	Personnel not holding handrail, or using mobile phone.	
<b>Immediate action taken:</b>	Intervened for all personnel not following the stair code, and recorded in the stair survey audit form. Overall there is a decline in following the stair code. Recommendation:- refresh stair code posters. Currently posters are at each landing in the Staines office, and graphically represent the stair code. Include a graphic for decline in the use of the stair code, and reinforce the graphics.	
<b>Supporting Information:</b>		
<b>Feedback required?:</b>	Yes	
<b>Comments from Reviewer</b>		
<b>Closing Comments:</b>	Office procuring additional frames to hold copies of the Stair Code at the stairway doors.	
<b>Reasons for Amendment</b>		
<b>Comment</b>	<b>Entered By</b>	<b>Date Entered</b>
Obs Name	Paul Harrington	05-April-2019 10:01