

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