

<b>Originator:</b>	
<b>Date Created:</b>	23-Jan-2019
<b>Business Unit:</b>	E&I Solutions
<b>Business Group:</b>	Canada
<b>Project/Office:</b>	Canada - East
<b>Site/Office Name:</b>	London, ON
<b>Home or Work Related Observation?:</b>	Work
<b>Exact Location or Project of Act/Condition/Safe Behaviour:</b>	General observation
<b>Observation Type:</b>	Unsafe Condition
<b>Observer Name:</b>	Jennifer Boak
<b>Observer Email Address:</b>	jennifer.boak@woodplc.com
<b>Stakeholder:</b>	Wood
<b>Observation Date:</b>	14-Jan-2019
<b>Observation Time:</b>	13:00
<b>Observation Close Date:</b>	01-Feb-2019
<b>Observation Category:</b>	Work Environment Housekeeping
<b>Details of safety observation:</b>	Electricians were to be working in our basement storage space. Went downstairs to check that the electrician would have safe access to light ballasts. Noted that archaeology equipment needed to be moved off the floor and stored on the shelves.
<b>Immediate action taken:</b>	Spoke to archaeology team. Developing plan to ensure that shelves are available to store equipment immediately upon return, instead of leaving on the floor. Planned electrical visit for when the storage area was clean and free of hazards.
<b>Supporting Information:</b>	
<b>Feedback required?:</b>	No