

Originator:	
Date Created:	08-Jan-2019
Business Unit:	Specialist Technical Solutions
Business Group:	Automation & Control
Project/Office:	Woking Process
Service Line:	Process EAAA
Site/Office Name:	Woking Process - Chevron
Home or Work Related Observation?:	Work
Exact Location or Project of Act/Condition/Safe Behaviour:	MTE site office
Observation Type:	Unsafe Condition
Observer Name:	JAMES, Lee (WG)
Observer Email Address:	Lee.James3@woodplc.com
Stakeholder:	Contractor
Observation Date:	07-Jan-2019
Observation Time:	06:30
Observation Close Date:	15-Jan-2019
Observation Category:	Work Environment Fire & Fire prevention
Details of safety observation:	The office fire alarm actuated as a result of burnt toast in the kitchen. The MTE fire marshal cleared the offices and then went to the muster point to take a roll call; however, he was unable to complete an accurate roll call as he did not access to the clock-in system to print off an attendance sheet - although there were very few people in the office at that time in the morning.
Immediate action taken:	MTE project manager was informed of the situation and he confirmed that the fire marshal would be given access to the clock-in system.
Supporting Information:	
Feedback required?:	No