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|---|---|---------------------|
| <b>Observation Number:</b>  | 201903611   |                     |
| <b>Originator:</b>  |   |                     |
| <b>Date Created:</b>  | 04-Mar-2019   |                     |
| <b>Business Unit:</b>   | Projects  |                     |
| <b>Business Group:</b>  | Conventional Energy   |                     |
| <b>Project/Office:</b>  | London (Staines)  |                     |
| <b>Sub Business Group:</b>  | Europe & Africa   |                     |
| <b>Site/Office Name:</b>  | London (Staines)  |                     |
| <b>Work Related or Non-Work Related Observation?:</b>             | Work Related  |                     |
| <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<br>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 |