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| <b>Observation Number:</b>  | 201901819  |
| <b>Originator:</b>  |  |
| <b>Date Created:</b>  | 08-Feb-2019  |
| <b>Business Unit:</b>   | E&I Solutions  |
| <b>Business Group:</b>  | Europe   |
| <b>Project/Office:</b>  | UK Built Environment   |
| <b>Service Line:</b>  | Remediation and Ground Engineering   |
| <b>Site/Office Name:</b>  | Knutsford (Built Environment)  |
| <b>Home or Work Related Observation?:</b>                         | Work   |
| <b>Exact Location or Project of Act/Condition/Safe Behaviour:</b> | Bottom of stairs   |
| <b>Observation Type:</b>  | Safe Behaviour   |
| <b>Observer Name:</b>   | Mike Sheard  |
| <b>Observer Email Address:</b>                                    | mike.sheard@woodplc.com  |
| <b>Stakeholder:</b>   | Wood   |
| <b>Observation Date:</b>  | 08-Feb-2019  |
| <b>Observation Time:</b>  | 09:30  |
| <b>Observation Close Date:</b>                                    | 08-Feb-2019  |
| <b>Observation Category:</b>                                      | Work Environment<br>Pedestrian routes (floors, stairs etc.)                            |
| <b>Name of Individual or Team:</b>                                | Mike Sheard  |
| <b>Details of safety observation:</b>                             | I was reminded by a colleague that I should take the lift whilst carrying a hot drink. |
| <b>Immediate action taken:</b>                                    | I took the lift.   |
| <b>Supporting Information:</b>                                    |  |
| <b>Feedback required?:</b>  | No   |