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| Observation Number: | 201900410 |
| Originator: | |
| Date Created: | 11-Jan-2019 |
| Business Unit: | Consulting |
| Business Group: | Energy Optimisation & Innovation |
| Project/Office: | UK (PTD) |
| Sub Business Group: | EMEA |
| Site/Office Name: | Glasgow (PTD) |
| Work Related or Non-Work Related Observation?: | Work Related |
| Exact Location or Project of Act/Condition/Safe Behaviour: | Glasgow office |
| Observation Type: | Unsafe Act |
| Observer Name: | Neil Marlborough |
| Observer Email Address: | neil.marlborough@woodplc.com |
| Stakeholder: | Wood |
| Observation Date: | 09-Jan-2019 |
| Observation Time: | 10:30 |
| Observation Close Date: | 18-Jan-2019 |
| Observation Category: | Procedures and Instructions Implemented / Not Implemented |
| Details of safety observation: | No induction on visit to Glasgow office. No visitor's pass issued for access around the building. |
| Immediate action taken: | |
| Supporting Information: | |
| Feedback required?: | No |
| Comments from Reviewer | |
| Action to be taken: | Discussed with Neil (Jane Pattinson) and addressed with Glasgow office also. |
| Supporting Information: | |
| Comments from OU Admin | |
| Closing Comments: | Done |