

Observation Number:	201901535
Originator:	
Date Created:	01-Feb-2019
Business Unit:	Asset Solutions Americas
Business Group:	Downstream & Chemicals
Project/Office:	Canada - Calgary Office
Service Line:	Canada
Site/Office Name:	Canada - Calgary Office
Home or Work Related Observation?:	Work
Exact Location or Project of Act/Condition/Safe Behaviour:	Keynote Tower, east stairwell entrance to 12th floor (stairwell entrance by reception)
Observation Type:	Unsafe Condition
Observer Name:	Noriega, Tanvee
Observer Email Address:	tanvee.noriega2@woodplc.com
Stakeholder:	Wood
Observation Date:	31-Jan-2019
Observation Time:	10:30
Observation Close Date:	01-Feb-2019
Observation Category:	Work Environment Office Security
Details of safety observation:	The east stairwell door leading to the 12th floor at Keynote Tower was left unlocked. A keycard was not required to enter the floor, meaning anyone in the stairwell could enter the floor easily. The stairwell in question was the one on the east side, by reception. Only the main reception entrance is supposed to be left unlocked, all other entrances to the floor should require a keycard for access.
Immediate action taken:	Reported to receptionist: Penny Smale. She let Office Services: Ryan Hauser know that this issue needed to be corrected right away.
Supporting Information:	
Feedback required?:	No