

<b>Observation Number:</b>	201901535
<b>Originator:</b>	
<b>Date Created:</b>	01-Feb-2019
<b>Business Unit:</b>	Projects
<b>Business Group:</b>	Process & Chemicals
<b>Project/Office:</b>	Canada - Calgary Office (for use prior to April 1)
<b>Sub Business Group:</b>	Americas
<b>Site/Office Name:</b>	Calgary Overhead (AMEC Place)
<b>Work Related or Non-Work Related Observation?:</b>	Work Related
<b>Exact Location or Project of Act/Condition/Safe Behaviour:</b>	Keynote Tower, east stairwell entrance to 12th floor (stairwell entrance by reception)
<b>Observation Type:</b>	Unsafe Condition
<b>Observer Name:</b>	Noriega, Tanvee
<b>Observer Email Address:</b>	tanvee.noriega2@woodplc.com
<b>Stakeholder:</b>	Wood
<b>Observation Date:</b>	31-Jan-2019
<b>Observation Time:</b>	10:30
<b>Observation Close Date:</b>	01-Feb-2019
<b>Observation Category:</b>	Work Environment Office Security
<b>Details of safety observation:</b>	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.
<b>Immediate action taken:</b>	Reported to receptionist: Penny Smale. She let Office Services: Ryan Hauser know that this issue needed to be corrected right away.
<b>Supporting Information:</b>	
<b>Feedback required?:</b>	No