

<b>Originator:</b>	
<b>Date Created:</b>	07-May-2019
<b>Business Unit:</b>	Specialist Technical Solutions
<b>Business Group:</b>	Mining & Minerals
<b>Project/Office:</b>	Bryanston Office
<b>Service Line:</b>	EMEA
<b>Site/Office Name:</b>	Bryanston Office
<b>Home or Work Related Observation?:</b>	Work
<b>Exact Location or Project of Act/Condition/Safe Behaviour:</b>	Bryanston office at Silver Stream Business Park, 10 Muswell Road South, Bryanston, South Africa
<b>Observation Type:</b>	Unsafe Act
<b>Observer Name:</b>	Teresa
<b>Observer Email Address:</b>	teresa.bishop@woodplc.com
<b>Stakeholder:</b>	Wood
<b>Observation Date:</b>	06-May-2019
<b>Observation Time:</b>	05:30
<b>Observation Close Date:</b>	
<b>Observation Category:</b>	Work Environment Office Security
<b>Details of safety observation:</b>	Lawrence (Maintenance) reported the incident via cellphone to Frederick. The police were notified and came into the office on Monday, 06 May 2019 and finger prints were taken. The following office doors were forced open: Tammy, Dominique and Jamie's cupboard lock was broken and his stored laptop was taken. Exit traces were found in the Copper room and no entry traces have as yet been found. We are currently awaiting receipt of a Police case no in order to notify AON, the company insurance provider.
<b>Immediate action taken:</b>	SAP notified and AON insurance informed. Biometrics reported pulled from the system.
<b>Supporting Information:</b>	
<b>Feedback required?:</b>	No