

Observation Number:	201909655
Originator:	
Date Created:	07-May-2019
Business Unit:	TCS
Business Group:	Mining & Minerals
Project/Office:	Bryanston Office
Service Line:	EMEA
Site/Office Name:	Bryanston Office
Work Related or Non-Work Related Observation?:	Work Related
Exact Location or Project of Act/Condition/Safe Behaviour:	Bryanston office at Silver Stream Business Park, 10 Muswell Road South, Bryanston, South Africa
Observation Type:	Unsafe Act
Observer Name:	Teresa
Observer Email Address:	teresa.bishop@woodplc.com
Stakeholder:	Wood
Observation Date:	06-May-2019
Observation Time:	05:30
Observation Close Date:	
Observation Category:	Work Environment Office Security
Details of safety observation:	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 brocken 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.
Immediate action taken:	SAP notified and AON insurance informed. Biometrics reported pulled from the system.
Supporting Information:	
Feedback required?:	No