

# SOP Template: Incident Reporting and Lost & Found Item Documentation

This SOP details the procedures for **incident reporting and lost & found item documentation**, ensuring timely and accurate recording of any workplace incidents, accidents, or near misses. It also covers the systematic handling, cataloging, and returning of lost items to maintain accountability and security. The goal is to improve safety, enhance communication, and foster a responsible environment through consistent documentation and follow-up actions.

## 1. Purpose

- Ensure all incidents and lost & found items are documented systematically.
- Maintain a safe, secure workplace environment and efficient communication channels.
- Define responsibilities and processes to facilitate responsive follow-up actions.

## 2. Scope

- This SOP applies to all employees, visitors, and contractors within the premises.
- Relevant for physical incidents, occupational accidents, near misses, and all found or surrendered property.

## 3. Definitions

- **Incident:** Any event that causes or could cause injury, illness, or property damage.
- **Near Miss:** An unplanned event that did not result in injury, illness, or damage but had the potential to do so.
- **Lost & Found Item:** Any unclaimed property discovered or handed in within the premises.

## 4. Responsibilities

- **All Employees:** Promptly report incidents and surrendered or discovered items.
- **Supervisors/Managers:** Review reports, ensure accurate documentation, and take necessary action.
- **Security/Designated Staff:** Maintain records and oversee return or disposal of items.

## 5. Procedure

### 5.1 Incident Reporting

1. **Immediate Action:** Attend to any injured person(s) and contact emergency services if required.
2. **Notification:** Notify the relevant supervisor/manager as soon as possible.
3. **Documentation:** Complete the Incident Report Form with details including date, time, location, persons involved, description, and witness information.
4. **Submission:** Submit the completed form to the supervisor/manager within 24 hours.
5. **Follow-Up:** Supervisor investigates, takes corrective action, and files final report for records.
6. **Review:** Management reviews trends for proactive safety measures.

### 5.2 Lost & Found Item Documentation

1. **Receiving:** All found/surrendered items are logged by the designated person (front desk, security, etc.)
2. **Cataloging:** Complete Lost & Found Item Log (see template), including item description, date/time found, location, finder's name, and condition.
3. **Storage:** Securely store item in Lost & Found area. High-value or sensitive items are stored in a secure, monitored location.
4. **Claim Process:** Claimants must provide identification and a description matching the item. Complete the handover section in the log.
5. **Unclaimed Items:** After 30 days (or company policy regulatory period), handle per company guidelines (donation, disposal, transfer to authorities).

## 6. Documentation Templates

### 6.1 Incident Report Form (Sample)

Field	Details
Date/Time of Incident	
Location	
Persons Involved	
Description of Incident	
Witnesses	
Immediate Actions Taken	
Reported By	
Date/Time Reported	

### 6.2 Lost & Found Item Log (Sample)

Date/Time Found	Item Description	Location Found	Finder's Name	Condition	Claimant Name & ID	Date Returned	Staff Initials

## 7. Review & Retention

- All incident and lost & found records must be retained for a minimum of 1 year or as per legal/company requirements.
- Routine audits of documentation and process effectiveness should be conducted annually.

## 8. References

- Company Health & Safety Policy
- Local regulatory requirements
- Other departmental SOPs

## 9. Revision History

Version	Date	Description of Change	Approved By
1.0	2024-06-12	Initial SOP Release	