



FREE RESOURCE · WORKSHEET

Hospitality Staff Induction Checklist

For Caribbean hospitality workforce teams

Give new staff a role-specific first-shift readiness check covering safety, emergency information, reporting routes and essential property procedures.

How to use this resource

1 Confirm what applies

Map the resource to the employee's role, property services and the current requirements in your jurisdiction.

2 Use real roles and people

Assign training, credentials and follow-up to identifiable people or accountable roles.

3 Keep the evidence

Record where the induction, certificate, attendance record or supporting document can be retrieved.

4 Review exceptions

Focus management attention on missing, overdue, expiring or unacknowledged items.

5 Recheck after change

Review readiness when somebody joins, changes role, returns after a long absence or takes on an emergency responsibility.

IMPORTANT

Training, credential and employment requirements vary by jurisdiction and role. Verify current local law, regulator requirements, insurer conditions and company policy before use.

Hospitality Staff Induction Checklist

Give new staff a role-specific first-shift readiness check covering safety, emergency information, reporting routes and essential property procedures.

Employee / role

Department

Start date

Emergency procedures and assembly point explained

Incident / near-miss reporting route explained

Role-specific hazards discussed

PPE / uniform / equipment issued where required

Restricted areas / access rules explained

Food-safety requirements explained where relevant

Lone-working / late-shift process explained where relevant

Hurricane / emergency communication route explained

Key policies acknowledged

Supervisor sign-off

Employee acknowledgement

A staff file is not the same as workforce readiness.

CaribSafe People helps make the gaps visible.

CaribSafe People connects induction, training, workforce credentials, safety communications and staff-safety follow-up so managers can see what needs attention across the property.

[Book a 20-minute walkthrough](#)